

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Distribution Technician

**Pay Table:** Support

**Pay Grade:** 8

**FLSA Status:** Non-Exempt

**Job Code:** 575

**Reports to:** Warehouse Manager

### **JOB SUMMARY**

Under the direction of the Warehouse Manager, the Distribution Technician processes receiving and distribution transactions and documentation, enters and maintains related computer data records, maintains related files, and provides general secretarial and clerical support for the distribution center.

### **ESSENTIAL JOB FUNCTIONS**

- Processes warehouse receiving documentation (e.g., checks invoices for accuracy, compares computer items received record with documentation, inputs new items and descriptions into computer database).
- Researches and resolves shortages, invoice discrepancies, exchange differences, etc. Notifies vendors and shippers, provides instruction on discrepancy reconciliations, corrects procedures, coordinates corrections with accounts payable, and revises purchase orders.
- Enters and processes warehouse orders. Answers questions and assists schools and other locations with initiation of orders.
- Collects data to determine need of new products. Distributes product samples and receives feedback.
- Processes orders and assists with resolution of discrepancies. Notifies recipients of delivery dates. Credits returns from schools.
- Prepares emergency orders and routes to appropriate area.
- Arranges for vendor replacement of defective or damaged products.
- Maintains distribution center files.
- Communicates stockage information to purchasing department.
- Processes receipt and release of USDA product.
- Processes documentation for product received and stored, entering incoming shipments into computer transaction and inventory system.
- Breaks down product (frozen, refrigerated, fresh, and dry) among customers.
- Issues releases for shipments.
- Notifies freight companies of releases and pickup availability.

- Tracks shortages and damages, coordinating with Salt Lake USDA office. Initiates documentation for disposal of damaged food and generates invoices for charges.
- Creates monthly billing for submission to USDA. Billing includes storage fees, incoming freight fees, cold storage transfers, etc.
- Initiates documentation for meat and other product to be sent out for processing.
- Answers questions and assists with initiation of orders.
- Processes documentation associated with sales.
- Bills other districts for monthly deliveries.
- Bills districts and other organizations for items ordered.
- Credits returns.
- Arranges shipment of product to user districts.
- Notifies schools/districts of incoming product.
- Creates monthly delivery fee billing for each district (storage fees and incoming freight fees).
- Answers telephone, takes messages, answers questions.
- Prepares departmental correspondence.
- Maintains personnel records and other CDL and regular files. Prepares payroll.
- Assists with balancing monies and receipt books for warehouse sales.
- Maintains log of truck and material handling equipment repairs, monitors servicing and maintenance billing.
- Creates departmental purchase orders (computers, special trucks, equipment, repair and maintenance of material handling equipment, etc.).
- Maintains department fuel usage documentation (i.e., PIN numbers and fuel used for each vehicle).
- Processes cell phone issuance and usage. Maintains related records (overages, serial numbers, etc.).
- Prepares injury reports for warehousemen.
- Assists with annual warehouse inventory.
- Assists with training new secretaries on ordering.

### **MINIMUM REQUIREMENTS**

- High School diploma or equivalent.
- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write and perform basic mathematical calculations.
- Computer skills, including proficiency with spread sheet, District programming, and word processing programs.
- Thorough knowledge of district distribution and purchasing policies and practices.
- Ability to accept payments and prepare purchase orders.
- Ability to maintain inventory and property.
- Ability to make budget recommendations.

### **PHYSICAL DEMANDS**

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also

requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*