

Warehouse Driver - Child Nutrition
New Hanover County Schools

Job Description

Class: Classified
Dept: Child Nutrition

TITLE: Warehouse Driver - Child Nutrition

QUALIFICATIONS: 1. High School degree or equivalent.
2. Valid North Carolina driver's license.

REPORTS TO: Director of Child Nutrition

JOB GOAL: To maintain warehouse inventory and make deliveries to cafeterias for New Hanover County Schools.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follows all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations relevant to the child nutrition department.
2. Receives shipments for Child Nutrition; ensures quantities received are as invoiced and in good condition.
3. Stores all items received in designated areas.
4. Inventories warehouse food and supply stocks monthly.
5. Uses provided delivery sheets to pull food and supplies as needed for delivery to schools. Obtains signatures from cafeteria managers for all items delivered, and stores food and supplies as directed.
6. Keeps warehouse and truck clean.
7. Operates all materials handling equipment including forklifts.
8. Loads and unloads trucks.
9. Picks up food and/or supplies from vendors on occasion.

10. Inspects truck and refrigeration unit daily; reports all problems to the bus garage for repair.
11. Monitors temperatures of coolers and freezers in warehouse.
12. Operates the gas grill for cook-outs.
13. Collects used grease from school sites.
14. Performs related duties and responsibilities as requested by the Director or supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten/Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 59

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to drive one-and-a-half ton truck (either standard or automatic transmission).
- Ability to lift numerous 50 pound cases within a specific time.
- Ability to drive a forklift.
- Knowledge of general warehouse management and inventory control principles.
- Ability to follow oral and written instructions.