

Lead Warehouse Driver IV - Child Nutrition
New Hanover County Schools

Job Description

Class: Classified
Dept: Child Nutrition

TITLE: **Lead Warehouse Driver IV - Child Nutrition**

QUALIFICATIONS:

1. High School degree or equivalent.
2. Valid North Carolina driver's license.
3. Knowledge of methods used in maintaining warehouse operations preferred.
4. Three or more years experience as a warehouse driver.

REPORTS TO: Director of Child Nutrition

JOB GOAL: To manage the warehouse operation and make deliveries to cafeterias for New Hanover County Schools.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations relevant to the child nutrition department.
2. Receive shipments for Child Nutrition; ensure quantities received are as invoiced and in good condition.
3. Store all items received in designated areas. Maintain adequate supply of shipping cartons and supplies; ensure warehouse equipment and tools are organized and secure.
4. Inventory warehouse food and supply stocks monthly. Keep all items in the FIFO (First In First Out) method.
5. Use provided delivery sheets to pull food and supplies as needed for delivery to schools. Obtain signatures from cafeteria managers for all items delivered and stores food and supplies as directed.
6. Keep warehouse and truck clean.

7. Operate all materials handling equipment including forklifts; operate the gas grill for cookouts.
8. Serve as a driver; load and unload trucks; pick up food and/or supplies from vendors.
9. Inspect truck and refrigeration unit daily. Keep records of delivery mileage and coordinate preventative maintenance check-ups and repairs with the Transportation Department.
10. Monitor temperatures of coolers and freezers in warehouse. Ensure the HACCP (Hazard Analysis Critical Control Points) binder and procedures are maintained and followed.
11. Participate in training programs and train additional drivers/warehouse driver and ensure procedures are being met.
12. Perform 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: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 61

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. Physical ability to perform duties and responsibilities of the job.
- Ability to drive a forklift.
- Knowledge of general warehouse management and inventory control principles.
- Ability to communicate and follow oral and written instructions with persons at all levels.
- Ability to perform job with speed and accuracy including data entry and inventory counts.