

**Lead Warehouse Driver IV - Child Nutrition**  
**New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Division: Operations**  
**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.
5. ServSafe Manager or Safe Plate Manager Certified.
6. Forklift operator experience/certificate.

**REPORTS TO: Director of Child Nutrition**

**JOB GOAL:** To manage warehouse operation, make deliveries to cafeterias for New Hanover County Schools, and serve as a functional cafeteria team member when necessary.

**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. Complete receipt of all deliveries, and monthly inventory in the designated CN software
4. Store all items received in designated areas. Maintain adequate supply of shipping cartons and supplies; ensure warehouse equipment and tools are organized and secure.
5. Inventory warehouse food and supply stocks monthly. Keep all items in the FIFO (First-In/First-Out) method.
6. Keep the warehouse and trucks clean and organized.
7. Deliver products to designated schools based on orders entered into the CN software.

8. Serve as a driver; load and unload trucks; pick up food and/or supplies from vendors.
9. Inspect trucks and refrigeration units daily. Keep delivery records and coordinate preventative maintenance check-ups and repairs with the Transportation Department.
10. Monitor temperatures of coolers and freezers in the warehouse. Ensure the HACCP (Hazard Analysis Critical Control Points) binder and procedures are maintained, followed, and up to date.
11. Participate in training programs and train additional drivers/warehouse personnel 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 duties with speed and accuracy including data entry and inventory counts.