

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Food Service Warehouseman/Delivery Driver

DEPARTMENT/DIVISION: Food Services

POSITION SUMMARY:

Under direct supervision of the Director of Food Services to coordinate and oversee the delivery and distribution of food, non-food and equipment items in the Food Services Warehouse and kitchen sites. Pick up and deliver food transport units to kitchens and school sites in the District; deliver to catering and meal contracts.

ESSENTIAL FUNCTIONS:

1. Drives a large delivery truck and distributes food, non-food and other supplies from the warehouse to kitchens, school sites, and meal contracts.
2. Receives and checks supplies received for conformity to purchase order specifications, noting and reporting shortages, damages and other discrepancies.
3. Responsible for inventories and reports stock level of supplies to the Director of Food Services to effect timely reordering and ordering and to identify slow-moving stocks and ensure stock rotation of food items.
4. Schedules deliveries of warehouse items in the District.
5. Completes monthly inventories for warehouse in a timely manner.
6. Picks up and delivers food transport equipment between kitchens, schools sites, meal contracts, and catering events in a safe and timely manner.
7. Maintains food service warehouse area in a clean and organized manner.
8. Checks food service vehicles for adequate fuel and oil supplies and proper operation, maintains warehouse equipment and stock in a clean and orderly manner.
9. Performs minor maintenance work on food service equipment.
10. Monitors temperatures of storage areas and walk-ins in the warehouse and reports equipment failures or repairs as needed.
11. Performs other Food Service related work as required.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described. Minimum of two years' experience in operation of general delivery vehicles, minimum two years' experience in general warehousing with emphasis in food warehousing; possess a valid California driver's license and obtain district forklift certification. High school diploma preferred.

SKILLS AND QUALIFICATIONS:

1. Knowledge of school site locations.
2. Knowledge of basic warehousing procedures and ability to perform general warehousing duties.
3. Knowledge of proper procedures for safe handling of perishable food items.
4. Knowledge of basic record keeping procedures associated with the inventory, receiving and distribution of warehouse items.
5. Knowledge of safe driving practices and general vehicle maintenance.
6. Ability to plan and schedule deliveries and workloads for delivery drivers and department.
7. Ability to train others.
8. Ability to perform moderately heavy manual labor and move heavy objects,
9. Ability to operate a delivery vehicle safely and economically,
10. Ability to operate a power forklift;
11. Ability to perform clerical work such as checking deliveries against orders correctly, filling requisitions and taking inventories;
12. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
13. Must pass required physical examination and drug test.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Stand for extended periods of time
2. Walk and bend over, reach overhead, grasp, push/pull.
3. Lift and or carry up to 75 pounds to waist height.
4. Push, rotate, and pull food service transport equipment on casters that weighs over 100 pounds.

WORK ENVIRONMENT:

Employees in this position may work indoor and/or outdoor; exposed to moderate noise levels from food service equipment, cafeterias and/or exhaust fans. Must wear closed toe shoes and meet uniform requirements. Exposed to extreme temperatures in frozen food storage areas.

SALARY: Classified Range 35

Adopted: TUSD 2/10/98
Revised: TUSD 12/14/99
Revised: TUSD 9/8/15
Revised: TUSD 12/13/16