

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:	Warehouse Worker
Pay Table:	Support
Pay Grade:	8
FLSA Status:	Non-Exempt
Job Code:	745
Reports to:	Manager and/or Supervisor

JOB SUMMARY

Under the general supervision of the Manager and/or Supervisor, the Warehouse Worker receives shipments, stocks parts, supplies or product, pulls and issues product, parts or orders, delivers and/or picks up parts/supplies, assists with periodic inventories and with maintenance of inventory records.

ESSENTIAL JOB FUNCTIONS

- Pulls orders from warehouses and/or refrigerator/freezer inventories (workers assigned to Nutrition Services warehouse areas pull food orders placed by school kitchen managers and prepare recipes for cook-chill area). May be required to look up order information such as parts numbers. Notes or reports low inventory levels.
- Inspects completed product/supply orders to insure accuracy in filling order and condition or quality of product and/or supplies.
- Stocks, restocks and organizes storage areas (including freezers and coolers if assigned to Nutrition Services). Transfers supplies or product between storage areas as required (e.g., product from freezer to thaw refrigerator, packaging materials and pallets to bakery and cook/chill, supplies between warehouse areas).
- Issues or prepares orders for delivery (e.g., counts containers, loads delivery trucks, secures loads). Enters order/request data into computer and/or completes other order related documentation. Routes and/or files order documentation.
- Performs pre-trip safety inspection of vehicles (lights, brakes, instruments, etc.) and reports any malfunctioning or damaged equipment. Cleans, refuels and services vehicles and warehouse equipment.
- Receives parts/supplies, checks quantities and specification, signs for shipment, enters information into the computer and may assign internal inventory numbers. May require assessment and recording of food product temperatures.
- Unloads delivery trucks. Stocks parts/goods to shelves, pallets, spaces or freezers.
- Delivers and/or picks up product, parts, equipment and supplies.
- Assists with inventory of parts/supplies.
- Maintains daily driver's log when making deliveries.
- Operates forklift and/or electric pallet jacks, unloading shipments, moving and

- warehousing supplies and equipment.
- Maintains housekeeping in assigned areas (sweeps, paints, seals floors, moves equipment, empties trash, mops floors, organizes storage areas, etc.). Operates cardboard recycler. Bands, stacks and loads cardboard bales.
- Attends training, production, safety, “Thumbs up” committee, and other meetings.
- Opens and secures work areas.
- Performs summer building maintenance.
- May be assigned to assist with maintenance of MSDS manual (maintains vendor sheets in loose-leaf binder).
- May assist with training of temporary employees.
- May be assigned to make equipment repairs or installations (e.g., repairs salad bars in school kitchens, installs shelving in school freezers and coolers).
- May be assigned miscellaneous other duties such as set up and take down of restaurant barbeque grills and umbrellas.
- Inspects and recharges prime movers and forklifts.
- Assists with emergency deliveries to schools.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Forklift certification required. (May be obtained after hiring.)
- Class B commercial driver’s license (May be obtained after hiring. Must possess at least a Class D driver’s license at time of hire.)
- Food handler’s permit required for employees working with food products.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical calculations.
- Ability to operate computer and basic keyboarding skills.
- Ability to use small office equipment.
- Ability to use or repair small/light equipment.
- Ability to operate a forklift.
- Ability to manage inventory.
- Ability to work in a cold environment (coolers and freezers).

PHYSICAL DEMANDS

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 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 an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

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