

Food Service Warehouse Technician

Purpose Statement

The job of Food Service Warehouse Technician is done for the purpose/s of providing support to the food service warehousing operations with specific responsibilities for maintaining required inventory levels; ensuring specifications, quantity and quality of order are correct; verifying stock and identifying losses; maintaining an organized warehouse layout, ensuring that assignments are completed in a safe, proper and timely manner and directing assigned workers.

This job reports to Director of Food & Nutrition Services or Designee

Essential Functions

- Conducts physical inventories for the purpose of verifying stock and identifying losses.
- Coordinates with district personnel (e.g. work cross functions to solve problems negatively impacting production, quality, and/or delivery of products, etc.) for the purpose of implementing and maintaining services and/or programs.
- Maintains warehouse for the purpose of maintaining a safe and sanitary work area.
- Maintains a variety of manual and electronic files and records (e.g. purchase orders, loss, expenditures, history of utilization, schedules, calendars, requisitions, temperature logs, etc.) for the purpose of documenting activities and providing reliable resource information.
- Orders equipment and supplies (e.g. catering items, foods, etc.) for the purpose of maintaining inventory and ensuring availability of required items for all school sites.
- Orients assigned warehouse and food service personnel for the purpose of developing knowledge of warehouse operations and processes.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Processes report requests, documents, deliveries and/or materials for the purpose of disseminating information and/or materials to appropriate parties.
- Procures equipment and supplies (e.g. select vendors, place orders, monitor order status, etc.) for the purpose of maintaining an adequate inventory for use by all sites/programs.
- Receives fresh foods and consumable supplies for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Responds to inquiries from a variety of internal and external services for the purpose of providing information and/or direction regarding the invoices, billing, status of deliveries, etc.
- Supports personnel as assigned (e.g. delivery driver (logistics), warehouse technician, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: food and materials handling procedures; inventory techniques; warehouse equipment; safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; setting priorities; adapting to changing work priorities; and communicating with diverse groups.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 50% walking, and 30% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability
ServSafe Managers Certificate
Pallet Jack Certification
Forklift Certificate

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

40