

**JOB TITLE: LEAD DELIVERY SPECIALIST**

**RANGE: 26**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To receive, store, maintain, and deliver school and district stock, equipment, supplies, materials and furniture and/or foodstuffs and supplies. Employees in this classification receive general supervision from the Child Nutrition Management Team and/or the Purchasing/Warehouse/Publications (PWP) Supervisor within the parameters of district policies and procedures. The Lead Delivery Specialist job classification includes working with Child Nutrition Management to responsibly and efficiently provide warehouse ordering, inventory, receipt, storage, and delivery for school district food products. Additionally this position will work with the PWP Supervisor and staff in the delivery of equipment, supplies, materials, furniture and miscellaneous items to district locations or identified locations as instructed.

**TYPICAL DUTIES**

- Assists with training new hires and substitute Delivery Drivers
- Receives food items, materials, furniture, equipment, supplies, and miscellaneous items to deliver to school sites
- Coordinates, orders and maintains informational track of food inventories for food service warehouse under the consultation of the Child Nutrition Management Team
- Coordinates the Food Service Warehouse safety program in conjunction with Child Nutrition Management Team to help prevent and reduce LTIF accidents
- Maintains and stocks district owned beverage machines and processes cash collection
- Shelves, stocks and stores incoming supplies and equipment as needed
- Lifts and moves these materials by hand, hand truck, fork lift or truck to proper location
- Moves equipment, supplies, furniture, materials, and/or foodstuffs, and items from one location to another
- Loads and unloads delivery trucks and vehicles
- Responsible for checking on pricing of products, as needed
- Participates and provides input on menu planning
- Assists with the coordination of purchasing, receiving, and distribution of food, supplies, and equipment from different vendors
- Coordinates with the Child Nutrition Management Team for the disposal of food items, equipment, and supplies returned to warehouse
- Wraps and packs goods for shipping
- Makes deliveries and pick-ups as assigned
- Delivers supplies, furniture, stock, equipment, materials, intra-district mail and foodstuffs to district sites and facilities
- Responsible for maintaining monthly inventory of the Child Nutrition warehouse products

## **LEAD DELIVERY SPECIALIST**

### TYPICAL DUTIES-(continued)

- Operates hand trucks and fork lifts in moving supplies, furniture, stock, intra-district mail, foodstuffs, and equipment to district sites and facilities
- Maintains delivery vehicles in a clean and safe manner
- Coordinates frequent safety inspections of delivery vehicles
- Assists in the maintenance and upkeep of food service delivery records
- Performs miscellaneous kitchen assistance within the District as directed by the Child Nutrition Management Team
- Coordinates and assists in cleaning and maintaining the warehouse in sanitary condition
- Performs other related duties as required

### MINIMUM QUALIFICATIONS

- Knowledge of the proper method and techniques for receiving and storing supplies, equipment, foodstuffs, and other materials
- Knowledge of safety rules and precautions used in warehousing, lifting, and carrying, etc.
- Skill to operate motor vehicle safely and responsibly
- Skill to perform mathematical calculations using basic addition, subtraction, multiplication, and division
- Ability to coordinate and perform multiple tasks without direct supervision
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties
- Skill to understand and follow both oral and written instructions
- Skill to safely operate a variety of warehouse tools and equipment
- Abilities to walk for prolonged periods and, drive for extended periods
- Ability to read maps and schedules and adhere to route schedules
- Significant physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling, talking/hearing ordinary conversations, near/far visual acuity/depth perception/visual accommodation/field of vision
- Knowledge and Training of Hazard Communication Standards

### LICENSE AND CERTIFICATES

- Possession of valid Class State of California Driver's License
- Certified Forklift Operator
- ServSafe Certified

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 lbs. - 50 lbs.

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### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions. The employee is often exposed to outside weather conditions. The noise level in the work environment is usually moderate.