

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Child Nutrition Services Warehouse Utility Technician	Reports to:	Program Administrator/ Supervisor
Department:	Business Services	Classification Unit:	Classified
Board Approval:	7/28/2022	Current Salary Grade:	16
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, maintain, deliver, and monitor CNS inventory, supply levels, including receiving, distribution and storage of goods in freezers, refrigerators and dry storage. Works in conjunction with the Operations Leads/Coordinators in the completion of assigned tasks.

ESSENTIAL FUNCTIONS:

- Perform a variety of duties related to the receiving, storing of supplies, equipment and food. Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; receive, file, and submit receipts for delivered goods; review shipments for accuracy; identify and communicate delivery discrepancies regarding shortages, damaged goods or other variances.
- Shelve and store items received in the appropriate section of the freezers, refrigerators and storerooms; place food items on racks, coolers or freezers as required; rotate perishable and nonperishable inventory as needed; ensure food shipments are not spoiled or damaged
- Maintain inventory status, records, logs, FIFO - first in, first out, a variety of records and reports related to purchase orders, deliveries and assigned activities; maintain established tracking and filing system; process report requests, documents, mail, deliveries, and materials
- Monitor temperature and storage. Maintain Amador freezers, refrigerators, storage units and delivery area, arrange dollies, pallets, empty crates, cardboard in a clean, orderly and safe condition
- Deliver food items or supplies to various locations according to established procedures; & monitor stock levels
- Support in food service operations, such as restock kitchen/café lines and service of meals, and monitor cafeteria student lines
- Perform a variety of clerical duties to support and maintain files and records. Must have the ability to follow the District's daily menus and keep track of inventory
- Operate a variety of warehouse equipment including pallet jacks and dollies
- Operate a variety of office equipment, including a calculator, copier, computer, and assigned software
- Conduct inventories of Amador kitchen supplies; stock food and supplies as required
- Maintain cleanliness of CNS vehicles and assure that they have gas
- May be asked to work additional time when the refrigeration and freezer units do not work correctly. Unloads the same equipment when it will not be operating for an extended period.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned

REQUIRED QUALIFICATIONS:

Knowledge of:

- Basic methods, practices and terminology used in warehouse operations
- Stock identification and rotation
- Ability to safely operate a pallet jack and department van
- Cold storage food handling
- Proper lifting techniques
- Proper loading and unloading of elementary school food dollies
- Receiving & inventory tracking procedures
- Sanitation and safety practices related to storing, preparing, handling and serving food
- Proper methods of storing equipment, materials and supplies
- Operation of a computer and assigned software
- Oral and written communication skills
- Basic inventory techniques
- Health, safety practices, procedures and regulations
- Traffic laws, defensive driving techniques and rules of the road

Ability to:

- Perform a variety of duties related to the shipping, receiving, storing, and issuing of assigned goods
- Operate a pallet jack and other equipment used in warehouse operations
- Operate standard office equipment including computers and pertinent software applications
- Meet physical requirements necessary to safely and effectively perform required duties
- Drive a vehicle to various locations along assigned routes to deliver goods; observe legal and defensive driving practices
- Utilize warehouse space efficiently and effectively
- Meet schedules and timelines; work under time constraints; maintain consistent and punctual attendance
- Maintain appropriate inventory of materials and supplies
- Maintain and prepare routine records and reports
- Understand and follow oral and written instructions
- Observe health and safety regulations
- Perform basic math, including calculations using fractions, percentages, and ratios

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High School diploma or equivalent.

Experience: Two (2) years' experience in receiving, storing and delivering supplies for food service and/or warehouse environment.

Required licenses, certificates, continuing education, training and other requirements:

- Food Handlers Permit. Must be obtained within 90 days of employment.
- Minimum annual training as required by the National School Lunch Program (NSLP).

DESIRABLE QUALIFICATIONS:

- Proficient in Word, Excel and Google Docs
- Valid Driver's License

WORKING CONDITIONS:

Environment: The job may have contact with adverse weather conditions.

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.

- Some climbing and balancing.
- Some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity.
- Generally, the job requires 10% sitting, 40% walking and 50% standing.
- Proper lifting techniques, ability to lift, push/pull and move and store related items that may weigh up to 50 pounds.

Hazards:

- Heat from ovens.
- Cold from freezers and refrigerators.
- Indoor and outdoor food service environment.

OTHER:

Required Testing:

- N/A

Clearances:

- State Mandated Training
- Criminal Justice/Fingerprint Clearance
- TB Clearance

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations made under A.D.A. as required by law.