

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILD NUTRITION WAREHOUSE/DELIVERY DRIVER

BASIC FUNCTION:

Under the direction of the Director-Child Nutrition Services, participate in a variety of food service distribution functions; drive a District vehicle to various assigned locations to pick up and deliver food items and supplies; perform warehouse duties including receiving, storing and issuing of foods and goods; perform basic custodial activities and maintenance duties at an assigned District site.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Participate in a variety of food service distribution functions; drive a District vehicle and deliver food and supplies to assigned District sites; load and unload shipments of food items and supplies such as prepared and unprepared foods, hot and cold carts and frozen, canned and dry goods; fill and process daily food service orders; assure proper and timely distribution of food items and supplies.

Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods including supplies, equipment and food; assure supplies, equipment, testing materials and food are delivered in a timely manner; assist with delivering catering orders as assigned.

Shelve and store items received in the appropriate section of the warehouse; place food items in racks, coolers or freezers as required; rotate perishable and nonperishable inventory as needed; assist with maintaining warehouse inventories as assigned.

Perform routine custodial activities at an assigned site or facility; sweep, scrub, mop, strip, wax and polish floors as assigned; assist with laundry; empty waste receptacles.

Operate a variety of standard warehouse and delivery equipment including food carts, forklifts, pallet jacks and hand trucks; operate a variety of standard custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; drive a vehicle to conduct work.

Perform minor building and custodial equipment maintenance; check vehicle for safety according to established procedures; schedule maintenance and servicing of vehicles as needed.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Maintain various records related to food items, supplies, orders, inventory, temperature and assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, practices and terminology used in warehouse operations.
Proper loading and unloading of trucks.
Shipping and receiving procedures.
Operation of equipment used in the receipt, storage and shipping of supplies, food, materials and equipment.
Proper methods of storing equipment, materials and supplies.
Proper methods, techniques, materials, tools and equipment used in modern custodial work.
Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
Basic record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.
Basic inventory techniques.
Health and safety regulations.
Traffic laws, defensive driving techniques and rules of the road.
Basic math.

ABILITY TO:

Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods.
Drive a vehicle to various locations along assigned routes to deliver goods.
Operate a forklift and other warehouse equipment.
Utilize space efficiently and effectively.
Meet schedules and time lines.
Assist in maintaining inventory.
Maintain and prepare routine records and reports.
Understand and follow oral and written instructions.
Observe legal and defensive driving practices.
Perform routine custodial activities at an assigned school site or facility.
Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
Use cleaning materials and equipment in a safe and efficient manner.
Operate a variety of custodial equipment.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Observe health and safety regulations.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Valid Forklift certification.
Valid ServSafe certification.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Warehouse environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of warehouse and custodial equipment.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting, standing or walking for extended periods of time.
Lifting, carrying, pushing and pulling heavy objects.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling and crouching.
Climbing ladders.
Heavy physical labor.

HAZARDS:

Working around and with machinery having moving parts.
Exposure to cleaning agents and chemicals.
Working at heights.
Traffic hazards.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017