

**Waco Independent School District
JOB DESCRIPTION**

Job Title:	CNS Warehouse Worker	Wage/Hour Status:	Non-Exempt
Reports To:	Director of Food Service or Designated Food Service Supervisor(s)	Pay Grade / Days:	304/226
Dept./School:	CNS Warehouse	Date Revised:	August 2017

Primary Purpose:

Assist in receiving, storing, issuing, and delivering of food products and supplies.
Maintain inventory control and complete required record keeping.

Qualifications:

Education/Certification:

High school diploma or GED certificate (preferred)
Valid Texas drivers license (Class C)
Must be eligible to drive based on the Texas DPS School Transportation Guidelines
Food Safety Certificate

Special Knowledge/Skills:

Ability to follow oral and written instructions and the ability to communicate effectively
Ability to operate personal computer
Ability to read supply requisitions and perform basic arithmetic
Ability to operate a light truck/moving van and forklift

Experience:

Two (2) years warehouse experience and knowledge of warehouse operations necessary to facilitate customer service through timely, accurate receipt, storage and issue of food products. Have experience with deliveries and inventory control procedures.

Major Responsibilities and Duties:

1. Verify accuracy of shipments by counting, weighing, or measuring items and comparing size, weight, description, and code numbers with information on invoice or packing slip and purchase orders; record any discrepancies or damage.
2. Open crates and other containers using hand tools to unpack items received. Inspect shipments for damage and defects.
3. Move inventory to various locations manually and by operating mechanical equipment, including forklift, pallet jack, and handcart.

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4. Sort and store items according to established procedures and in accordance with established performance standards.
5. Maintain computerized records, take physical count periodically, and check against inventory control totals using computer.
6. Maintain and inventory all linen and linen products.
7. Requisition additional supplies from purchasing department as needed.
8. Maintain custody receipts for items being repaired and loaned out temporarily.
9. Read and fill requisitions for stock items. Verify accuracy of orders pulled.
10. Drive truck to various locations to deliver products. Obtain authorized signature for supplies requested.
11. Load and unload delivery truck by hand or by use of hand-truck
12. Operate tools, equipment, and vehicles according to prescribed safety procedures.
13. Follow established safety procedures and techniques to perform job duties including lifting, carrying, etc.
14. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
15. Detect needed repairs on vehicles and equipment by following established inspection procedures.
16. Coordinate surveillance with maintenance on pest control management sights on a weekly basis
17. Perform general maintenance including but not limited to painting, equipment relocation and handyman duties.
18. Fill in any cafeteria worker position when needed including but not limited to BBQ cookouts, Thanksgiving meals, dinners, and special functions.
19. Perform all other duties as assigned by the Director of Food Service or designee.
20. May apply for School Food Service Program (supplemental pay, may or may not be chosen.)
21. Fill in at school cafeterias as requested by cafeteria manager or designee (serving, food prep, washing dishes, etc.). Work awards banquet and catering as needed.
22. Perform other duties as assigned.

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Supervisory Responsibilities:

None

Equipment Used:

Personal computer, hand tools, forklift, ladder, dolly, pallet jack, hand-truck, and light truck/delivery van.

Working Conditions:

Tobacco Free

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. People intensive. Continual walking, standing, climbing, stooping, bending, pulling and pushing, and occasional heavy lifting up to 75 pounds. Work outside and inside; around machinery with moving parts; around moving objects or vehicles; and with ladders. Exposure to dampness, humidity, and slippery or uneven walking surfaces. Work schedules ranging from 5:00 a.m. until 10:00 p.m. (including weekends) based on the needs of Child Nutrition Services.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name

Employee ID #

Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.