**Western Placer Unified School District**

POSITION DESCRIPTION

Position Title: **FOOD SERVICE WAREHOUSE WORKER**
Department: Food Service
Reports To: Director of Food Services

**SUMMARY:**
Under the direction of an assigned supervisor, assist in the receiving, storing, rotation, issuing, and delivery of food, Food Service equipment, and Food Service supplies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
- Fills orders according to established procedures; picks and stages food and supply orders for delivery to schools
- Maintains cleanliness and order in warehouse, coolers, and freezers
- Operates manual and electric pallet jacks and district vehicles
- Maintains daily communication regarding deliveries and inventory
- Follows appropriate food safety procedures while performing job duties
- Drives a District vehicle to various locations to pick up and deliver food and supplies
- Pulls food orders from warehouse and loads onto trucks or vans
- Shelves or stores items received in the appropriate section of the warehouse
- Places food items in racks, coolers, or freezers as required
- Rotates perishable and nonperishable inventory as needed
- Assures food shipments are not spoiled or damaged
- Pulls, packs, and ships items or supplies to District locations according to established procedures
- Monitors stock levels and inventory within department software systems
- Prepares requests for the purchase of food supplies and maintains proper inventory levels
- May assist with duties associated with Food Service Assistant
- Prepares and places orders as needed
- Accurately tracks deliveries and items into department software systems
- Other related duties as assigned

**QUALIFICATION REQUIREMENTS:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**
High school diploma or general education degree (GED) required. At least one year of related school nutrition program experience and/or warehouse experience.

**LANGUAGE SKILLS:**
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-one-one and small group situations to clients and other employees of the organization.

**MATHEMATICAL SKILLS:**
Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance. Ability to perform basic mathematical functions to count and account for inventory for the

purpose of stocking and deliveries.

**REASONING ABILITY:**
Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS and ABILITIES:**
Working knowledge of the following:

- Safe handling, rotation, and storage of food
- Proper loading and unloading of food service vehicles
- Operation of equipment and machines used in the receipt, storage, and shipping of food service supplies and equipment
- Operation of a computer utilizing data entry and record keeping techniques
- Space utilization and inventory techniques
- Food service and storage health and safety regulations

Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely in English both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

**CERTIFICATIONS, LICENSES AND REGISTRATIONS:**
Possession of an appropriate California Class C operator's license issued by the State Department of Motor Vehicles. ServSafe Certificate required - Current Valid Certificate or be able to attain within three months. Valid Forklift/Electric Pallet Jack Training required - Current Valid Certification or be able to attain within three months.

**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. Ability to occasionally lift and/or move up to 50 pounds such as milk crates, frozen food, canned food etc. Ability to perform physical and clerical duties involved in the rotation and proper handling of food service supplies and equipment. Ability to operate warehouse machines and equipment. Ability to stand for extended periods of time, reach overhead, bend at the waist, kneel, crouch, and use proper lifting methods. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently is required to walk and sit in a vehicle to transport between District locations. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception.

**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 occasionally works in temperatures above 100, below 40 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with the public with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

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