

WAREHOUSE COORDINATOR /FOOD SERVICES

JOB SUMMARY:

Under general supervision of the Director of Food Service Operations, using considerable warehousing and decision making skills, coordinates and operates a centralized food service warehouse and delivery service.

DISTINGUISHING CHARACTERISTICS:

Warehouse Coordinator/Food Services duties revolve around coordinating, organizing and directing the operation of a warehouse and delivery system at the Food Service Nutrition Center. This classification differs from that of Warehouse Coordinator/District Office in that the Warehouse Coordinator assigned to the Food Services Department specializes in warehousing food services related items rather than District-wide materials and services. It differs from the lower level position of transporter in that Warehouse Coordinator positions direct the work of subordinate staff/transporters and overall warehouse operation.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Receives incoming materials and compares order information against purchase orders;
- Checks all incoming materials and reports damages or discrepancies;
- Assures that stocked items are properly stored and labeled in the warehouse;
- Labels and dates warehouse items when received, and rotates on a First-in-First Out system;
- Assures that floors, work desk, refrigerators, freezers, and work areas are maintained in a clean, safe, and orderly manner;
- Maintains and updates warehouse and distribution standards and procedures;
- Plans, organizes and coordinates the storage and issuance of warehouse stock and records;
- Schedules and packages supplies, equipment and food for delivery to and between schools and to outside businesses;
- Performs safety checks of vehicles and refers general maintenance to Transportation Department;
- Drives Nutrition Services vehicles, light vans and medium trucks to deliver supplies, equipment and food;
- Performs all manual tasks of warehouse operation and deliveries;
- Brings food and supplies to preparation departments at the Nutrition Center departments;
- Regularly checks the operation of all equipment such as hot carts, fork lifts, pallet jacks, etc.;
- Performs minor general and preventative equipment maintenance such as hot cart handles, wheels and wiring, fork lift servicing, etc.;
- Confers with district personnel and vendors in resolving questions and problems;
- Schedules and conducts periodic inventories;
- Develops and prepares computerized instructions and information for proposed storage, inventory and requisition procedures;
- Maintains detailed records and prepares periodic reports;
- Plans, organizes and arranges warehouse storage and shelf arrangements;
- Prepares recommendations regarding changes and future needs;
- Assists in coordinating and directing the activity of transporters;
- Prepares and packages meals for the summer feeding program;
- Performs computerized recordkeeping and basic computer operation;
- Operates equipment to perform duties;
- Performs other related duties as needed.

EMPLOYMENT STANDARDS

Education: Equivalent to graduation from high school.

Experience: Three years responsible warehouse store keeping or stock control experience including one year in a supervisory or lead capacity.

Knowledge of: Methods used in safe receiving, storing and issuing of supplies, materials and food products; requisitions, purchase orders, shipping documents, and delivery reports; stock inventory procedures; technical aspects of warehouse operation basic methods, materials, tools, equipment and safe techniques used in general maintenance, repair and warehousing work; basic computer operation.

Ability to: Plan, organize and direct a central warehouse system; keep records and prepare reports; analyze and utilize methods of storage and delivery; schedule and coordinate work of others; train and provide input on the evaluation of subordinate employees; operate a forklift and drive a truck, in a safe manner; perform heavy physical labor; establish and maintain effective and harmonious relationships with District personnel; maintain insurability to drive a District vehicle.

License: Possession of a valid California Driver's License.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this warehousing category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this job, the employee works mainly in a warehouse environment. Employee may also work in an outdoor environment and are subject to seasonal heat, cold and adverse weather conditions. While performing the duties of this job, the employee regularly works near moving mechanical equipment such as a forklift and pallet jack. The employee may be exposed to fumes, dust and odors, and may work at varying heights within the warehouse environment. The noise level in the work environment is usually loud.

Physical Demands: The physical demands of this position include walking and standing for extended periods of time. Employees will frequently bend at the neck and trunk while performing the duties of this job and will work near moving mechanical parts and motorized equipment to load/unload or move materials. Heavy physical labor involving the lifting, carrying, pushing and pulling of heavy objects is required. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Reaching overhead, above the shoulders and horizontally with hands and arms is required as is bending at the waist, kneeling and crouching. The employee is occasionally required to climb ladders to reach supplies and equipment and balance, stoop, kneel, crouch, or crawl. The employee routinely works from an upright standing position and in some instances pushes food carts that can weigh up to 500 pounds. The employee is regularly required to use hands to operate a computer and various warehouse equipment. Hearing and speaking abilities to exchange information and vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus are also required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Warehouse Coordinator/Food Services	
Personnel Action	Personnel Action Date
Revised by the Personnel Commission	6/19/84, 6/01/86, 10/3/88, 6/13/02, 9/4/04, 3/11/20