



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Warehouse Clerk/Food Service

Exemption Status: Non-Exempt

Reports to: Food Service Director

Pay Grade: 04

Works with: Cafeteria Personnel

Days: 260

Dept./School: District Dept.

Date Revised: 7/30/2020

Primary Purpose:

To receive and distribute food from the central warehouse.

Prerequisites:

- High School Diploma or GED; and
- Valid Texas Commercial Driver's License insurable with San Benito CISD insurance carrier and a good driving record.
- Minimum of one year experience required.

Special Knowledge/Skills:

- Must be in excellent physical condition

Major Responsibilities and Duties:

1. Responsible for receiving and distributing all food and nonfood items including USDA commodities delivered to the food service central warehouse.
2. Follows guidelines set out by the Texas Department of Health for storage of dry goods and refrigerated food items. Maintain daily temperature log for cooler and freezer.
3. Completes delivery receipt for all items distributed from the food service warehouse.
4. Completes physical inventory monthly for all items stored in the warehouse.
5. Keeps delivery van clean and reports any mechanical problems immediately to Food Service Director.
6. All other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Light truck.

Posture: Moderate standing, frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting, work in tiring and uncomfortable positions.

Motion: Stand, walk, climb (stairs and ladders), balance, stoop, kneel, crouch, crawl, pull, push, reach, hear, speak, visual acuity, distinguish colors, occasional travel,.

Lifting: Lift or carry heavy weight (45 pounds or more).

Environment: Exposure to hot and cold temperatures, excessive noises, slippery or uneven surfaces.

Mental Demands: Must be able to communicate (verbally and written), understand verbal instructions, reason, concentrate, and maintain emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____