Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Cafeteria Warehouse Worker/Truck Driver**

Qualifications:

Credentials: Valid Oklahoma Drivers License and acceptable driving record.

Education: High school, GED or equivalent experience is required in lieu of high school degree.

Training or Experience Required: 1-2 years of directly related warehouse experience. Operation of forklift, pallet jack and other motorized equipment is required.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs simple data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic orders, maps or instruction material.

Tools and Equipment Usage: The most complex tools or equipment necessary to perform satisfactory include: operation of truck, lift machines, fork lifts, and computer.

Site: Warehouse
Reports To: Director of Child Nutrition

Job Goal (Purpose of Position): Performs semi-skilled level duties under general supervision to work in the warehouse to deliver food and cafeteria supplies to school sites in the district. An incumbent in this position will follow generally standardized operating policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public (suppliers) or district personnel to deliver merchandise and fill

orders. Job requires interpreting and translating facts and information, explaining situations to persons and advising them of alternative courses of action.

Other Performance Measures:
Successful performance of the job requires good customer service/people skills to service departmental needs. It requires following safety guidelines and policies to avoid injury and accident. It requires adhering to school dress standards, proper attendance or leave policies, and other work-habits concerns. Initiative and effective problem solving are critical to the success of the position.

Essential Job Functions:

1. Receives and checks incoming deliveries of food and USDA commodities. Inspects merchandise against purchase order; inputs information into log or computer. Places identifying information on items and posts quantity received on purchase orders.

2. Drives truck/van and delivers food and non-food items to the individual cafeterias.

3. Loads and unloads vehicles/trucks. Transports and delivers merchandise to proper location.

4. Keeps warehouse stock rotated, in order, and in proper place.

5. Keeps a constant check and maintains proper temperature in the freezer and cooler.

6. Responsible for an inventory of food and non-food items.

7. Responsible for scheduling the cafeteria trucks for maintenance and service.

8. Keeps warehouse, cafeteria office, and outside areas, clean (sweeps, mops, and empties trash).

9. Performs other duties as assigned by Child Nutrition Director.

Supervision Exercised: An incumbent does not supervise.

Physical/Mental Requirements and working Conditions:
In a work day, the employee must stand/walk 7-8 hours per day. Employee's job requires frequent to continuous bending/stooping; squatting/crouching; crawling/kneeling; climbing (height 12 feet); reaching above shoulder; and pushing/pulling.

Employee's job requires frequent to continuous carrying/lifting of up to 75 pounds, occasional carrying/lifting of up to 100 pounds in order to fill orders, complete transfer requests, and stock shelves with equipment and furniture, supplies and parts.

Job requires employee to use both feet for repetitive movements; use both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to oversee all phases of the warehouse operation; read and understand orders and locate merchandise.

Employee must possess hearing/speaking ability to communicate by phone to vendors/suppliers and to employees and other callers/customers. Must be able to move from school to school carrying/transporting heavy/bulky merchandise.

Employee's job requires working on unprotected heights; Use of /close to machinery; working in the outdoors with temperature changes; driving motorized equipment; exposure to dust, fumes, gases and cold (freezer). Must use safety precaution in handling certain items.

TERMS OF EMPLOYMENT: 200 or 261 days per year

SALARY: Category E

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

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Revised 01-16-01