LAKE ELSINORE UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	**Warehouse Lead, Food Services**		
DEPARTMENT:	Food Services	**REPORTS TO:**	Director of Food Services or Designee
WORK YEAR:	244 Days	**CLASSIFICATION:**	Classified
ISSUED:	April 18, 2024	**SALARY RANGE:**	Range 39

JOB PURPOSE STATEMENT:

Under the direction of the Director of Food Services or Designee, The Warehouse Lead will plan, coordinate, lead, and assist in the operation of the Food Services Warehouse and Food Service delivery in compliance with food safety and sanitation regulations by implementing HACCP (Hazard Analysis Critical Control Points) standard operating procedures.

DISTINGUISHING CHARACTERISTICS:

The position of Warehouse Lead Food Services is distinguished from other classifications in that this classification provides direction and leadership to the Food Service Warehouse and Delivery Drivers.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices

1. Plans, coordinates, organizes, and monitors the operation of the Food Services warehouse
2. Assists in the development, implementation, and coordination of current standard operating procedures
3. Advises sites on procedures for ordering warehouse items and checks purchase requisitions for accuracy
4. May provide training to food services warehouse staff and food services delivery drivers in proper procedures for warehouse and delivery tasks
5. Assists Food Services Supervisor with the creation, adjustment, and monitoring of delivery schedules and routes
6. Acts as a primary point of contact with outside vendors
7. Reviews and reports items for conformance to purchase order specifications as needed, noting shortages, damages, or other discrepancies
8. Assists the Food Services Supervisor and/or Director with forecasting inventory needs
9. Plans for “start-up” and “shut down” periods as needed based on operational needs
10. Coordinates with site kitchen leads for the receipt and distribution of nutrition services materials, equipment, supplies and food items in a timely and efficient manner
11. Oversees the filling of orders and requisitions submitted by kitchen site leads; verifies quantity requested and received according to established procedures; pulls, picks, and stages food and supplies
12. Conducts and oversees physical inventories of all food and supply items utilizing the first-in, first-out (FIFO) inventory system; monitors on-hand stock and reports to ensure that sufficient items are available

13. Utilizes assigned computer programs to manage inventory and prepares inventory reports
14. Ensures the checking of manufacturers' code dates; marks food cases/containers with the date of receipt; ensures stock rotation for optimal food freshness; inspects incoming food service stock/material for temperature, damage, and conformity to purchase orders and packing slips; reports shortages, damaged items, or other discrepancies; directs the return of defective, excessive, broken or incorrect items
15. Coordinates the shipping and/or delivery of food parcels and related goods
16. Coordinates the loading/unloading of delivery vehicle ensuring that all items and supplies are properly secured
17. Coordinates and participates in the identification, pick up, disposition, and destruction of recalled food items as directed by regulating agencies
18. Assist the Food Services Supervisor with coordinating the maintenance, repair, and cleaning of Food Service trucks, vehicles, delivery vehicles, warehouse equipment, and other food-service-related equipment as needed; ensures work/repair orders are processed, maintains related records and materials
19. Oversees and ensures a clean, orderly, and safe warehouse, storage areas, loading area, and delivery truck parking area
20. Ensures warehouse conditions are at the proper temperature, and with adequate air circulation; cleans and defrosts refrigerators and freezers
21. Ensures that food items are stored in a manner to protect them from spoilage, infestation, damage, or other conditions that may jeopardize food safety and freshness; and assures food service storage areas are in compliance with applicable food and safety laws, rules, and regulations
22. Ensures that warehouse is properly secured
23. Coordinates the distribution, storage, moving, and assignment of Food Service equipment
24. Operates a variety of office equipment, including a copier, fax machine, and computer and assigned software
25. Operates a variety of machines and equipment including delivery trucks with tailgate lifts, forklifts, reach truck (aisle stacker), pallet jack, scale, hand trucks, and other warehouse equipment as needed; serves as a Warehouse Person or Food Service Delivery Driver as needed
26. Assist in food preparation and service for special events as necessary
27. Performs other related duties as assigned

JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:

1. Safe and efficient procedures for truck operation Proper methods of loading, unloading, and delivering supplies, equipment and furniture
2. District geographic areas
3. Safe driving practices, traffic laws, defensive driving techniques, and rules of the road
4. Good safety practices in pushing, pulling, and lifting heavy objects
5. Basic vehicle maintenance and servicing requirements
6. Proper methods of storing and rotating food products and supplies

Skills:

1. Operate utility vehicles in a safe manner and in conformance with State laws
2. Operate a fork lift, pallet jack, and material handling equipment
3. Fill orders accurately from requisitions and pull sheets prior to loading and unloading product
4. Communicate clearly and concisely in both oral and written forms
5. Evaluate schedules and meet deadlines
6. Plan and organize activities
7. Interpersonal skills using patience and courtesy with students, administration, and staff

Ability to:

1. Understand and carry out oral and written instruction
2. Drive for extended periods, read maps and schedules; adhere to route schedules
3. Maintain written records
4. Learn and observe legal and defensive driving practices
5. Establish and maintain cooperative working relationships with staff, students and the public
6. Work independently with little direction
7. Make common sense decisions in potentially critical situations
8. Prioritize and schedule work; meet schedules and timelines
9. Maintain assigned work areas in a clean, sanitary, and orderly condition
10. Participate in team building and a maintaining professional work environment
11. Establish and maintain cooperative and effective working relationships with others, including students, staff and the public.
12. Interact with persons of different age groups and cultural backgrounds

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Experience Required: Three (3) years experience of progressively responsible experience in food services, warehousing, and storage work involving the receiving, storing, issuing of supplies and maintenance of records. Preferably in a school environment.

LICENSE REQUIRED:

1. Possession of a valid California Driver's License and remain insurable at the District's standard insurance market rate. Current DMV report.
2. Valid Forklift Certification
3. ServSafe Management Certificate

CERTIFICATIONS AND TESTING REQUIRED:

1. After offer of employment, obtain:
    a. Criminal Justice and FBI Fingerprint Clearance at candidate's expense
    b. Negative pre-employment drug screen test through District's provider at District's expense
    c. Pre-employment physical exam through District's provider at District's expense
    d. Negative TB test result at candidate's expense plus periodic post-employment retest (currently every four years) as required through District's provider at District's expense

WORKING CONDITIONS:

1. Work takes place indoor and outdoor, and requires sitting, standing or walking for extended periods of time
2. Lifting/carrying/pushing/pulling up to 50lbs unassisted and 51lbs or more assisted.
3. Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling, reaching, handling, or crouching to retrieve and store materials
4. Hearing and speaking to exchange information
5. Visual acuity near/far to see streets, roadways, and traffic
6. Drives District vehicle