Job Title:	Warehouse Worker - SN	**Wage/Hour Status:**	Non-Exempt
Reports To:	Assistant Director of Business	**Pay Grade:**	Maintenance 2
Dept. /School:	Student Nutrition	**Date Revised:**	6/18/2026

Primary Purpose:

Assist in the daily activities of the warehouse to ensure safe and efficient receiving, storage and delivery of district supplies, equipment, and commodities while maintaining accurate inventory controls.

Qualifications:

Education/Certification:
High school diploma or GED
Valid Texas certified driver's license, C required
Auto insurance eligibility

Special Knowledge/Skills:
Ability to perform heavy lifting
Ability to operate hand tools and mechanical equipment
Ability to operate forklift, pallet jack, delivery van/box truck and lift gate safely
Ability to read supply requisitions and perform basic arithmetic

Experience:
Previous experience in warehouse operations, shipping, and receiving, preferred

Major Responsibilities and Duties:

Receiving:

1. Verify accuracy of shipments by counting, weighing, measuring items and comparing size, weight, description, and part numbers with information on invoice or packing slip and purchase orders while noting any damage or discrepancies.
2. Open crates, boxes, or other containers using hand tools to unpack items received. Inspect and note any damage, defect, or discrepancies.

Inventory:

3. Move inventory items to various locations manually or by operating mechanical equipment, including forklift, pallet jack, and hand truck.
4. Sort and store items according to established procedures.
5. Participate in periodic cycle counts and physical inventories.

Distribution:

6. Read and fill requisitions for stock items. Verify accuracy of orders pulled.
7. Drive delivery vehicle to various locations to deliver or pick-up equipment and mail.
8. Load and unload delivery vehicle by hand, fork lift, pallet jack, or hand truck.

Safety:

9. Perform job duties including lifting, climbing, operating tools, equipment, and machinery according to proper safety procedures.
10. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
11. Maintain a clean and safe working environment.

Other:

12. Detect needed repairs on vehicles and equipment by following established inspection procedure and report such repairs to the supervisor.
13. Availability to be on-call after-hours for emergency response.
14. Other duties as assigned within area of responsibility.

Supervisory Responsibilities:

None

Equipment Used:

Ladder, dolly, racking, fork lift, pallet jack, box knife, delivery van/truck and bobtails up to 26,000 lbs., and small hand tools.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking, standing, and/or climbing; heavy lifting up to 50 lbs and carrying, stooping, bending, kneeling, pushing, pulling, and reaching. Work outside and inside as well as freezers and coolers; work around machinery with moving parts; work around moving objects or vehicles; exposure to dampness and humidity; work on ladders and racking; exposure to slippery and uneven surfaces.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.