Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Child Nutrition Warehouse Worker/Driver I**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Child Nutrition**	Pay Range:	**CN20H**
Prepared/Revised Date:	**October 9, 2025**	Job Code:	**61620**

SUMMARY: Responsible for performing all warehouse functions for Child Nutrition purchases including receipt, inspection and distribution of goods. Perform appropriate inventory control techniques. Responsible for safe, efficient and cost-effective management of Child Nutrition food, supplies and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Coordinate and perform daily physical transfer of food, supplies, and equipment to and from locations. Safely load and unload materials using forklift, dolly, electric and non-electric pallet jack, wagons, carts and other equipment. Properly maintain and store products and equipment.
2. Perform scheduled receiving, storage and delivery functions. Receive and inspect goods from vendors and buildings. Monitor and maintain accurate warehouse inventory levels using computer system and physical inspections. Identify and communicate warehouse inventory shortages or excess. Communicate inventory variances and abnormalities to supervisor and department director to ensure proper rotation and flow of goods to and from kitchens.
3. Transport supplies, equipment and/or food to and from schools, departments, businesses or other outside agencies. Transport food according to high standards of sanitation and safety per federal, state and department guidelines.
4. Assist in all warehouse functions including filling orders, dating products, tracking inventory, and loading stock and deliveries by following FIFO.
5. Follow district policy while driving district vehicles. Perform and properly document pre-trip and post-trip inspections. Follow scheduled hours and department procedures, and ensure planned route is followed daily.
6. Attend all required departmental trainings and meetings.
7. Assist with on-call coverage for emergencies.
8. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of GED
- At least one year and up to and including two years of experience
- Equivalent accumulation of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Colorado Commercial Drivers License (CDL) Required
- Certified Forklift Operator License Required
- Must meet district driver insurability requirements
- Ability to successfully complete a post-offer, pre-employment physical examination and ongoing testing
- ServeSafe certification

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Ability to safely lift above the head, up and down stairs
- Ability to use a calculator, computer, e-mail, and purchasing/inventory programs
- Ability to read and follow instructions
- Basic reading, writing, and math skills
- Ability to be part of /work with a team
- General knowledge of warehousing, handling, shipping, receiving, storing, inventory desired
- Knowledge of food safety
- Ability to effectively train employees and students in various warehouse and driving skills
- Ability to work at various times and days per department needs (times can include early mornings and late nights)
- Ability to follow oral and written instructions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with pallet jacks, forklifts, box truck liftgates, and jump boxes

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Child Nutrition	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds		X		
More than 100 pounds		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare			X	
Analyze		X		
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles				X
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	