Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Warehouse Staff – Nutrition Services
Schedule / Grade: Nutrition Services / Tier 3
Job Code: 98NTNSV789
FLSA: Non-Exempt
Calendar: ADSUP-Hourly
Benefits: Eligible (Retirees not Eligible)
Contract Type: Notification
Bargaining Unit: None
Revised Date: 10/06/2025

PURPOSE

The School Nutrition Warehouse Worker is responsible for receiving, storing, organizing, distributing food and non-food items, and performing minor equipment assembly, repairs, and maintenance in school cafeterias throughout the district. This role ensures that inventory is maintained accurately and that deliveries are completed in a timely and safe manner, supporting the overall goal of providing nutritious meals for students.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Receive, inspect, and verify incoming shipments for quantity and quality.
- Store products in designated areas following proper rotation procedures (FIFO method).
- Pick and pack orders accurately based on requisitions from schools.
- Load and unload delivery vehicles using proper equipment and safety practices.
- Deliver food and supplies to school sites according to schedule.
- Maintain cleanliness and organization of the warehouse facility.
- Perform regular inventory counts and assist in reconciling discrepancies.
- Operate warehouse equipment such as forklifts, pallet jacks, and box trucks safely.
- Ensure compliance with food safety, sanitation, and HACCP guidelines.
- Assist in disposal of expired or damaged goods per district policy.
- Maintain records of deliveries, inventory, and warehouse logs.
- Follow all district and state safety policies and procedures.
- Perform minor equipment assembly, repairs, and maintenance
- Perform other duties as assigned by the Warehouse Manager or Nutrition Director.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit http://www.cpsk12.org.

REPORTING RELATIONSHIPS

Reports To: Director of Nutrition Services, Assistant Director, Field Supervisors, Warehouse Manager

Supervises: None

QUALIFICATIONS

Minimum:

- High school diploma or GED required.
- Must be able to drive a box truck and maintain valid required MO State Motor Vehicle Operators License

Preferred:

- Previous experience in quantity food preparation.
- Two years of experience in warehousing, food service distribution, or logistics.

Ideal Candidate:

- Possess excellent time management skills.
- Excellent interpersonal skill

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Read and write in the English language; Interpret documents such as safety rules, operating and maintenance instructions and procedural manuals; Write routine reports and memos; Respond to requests from staff members.

Computation: Add, subtract multiply and divide using units of American money, weight, volume and distance.

Reasoning: Solve practical problems; Interpret instructions given orally or in writing by diagram, schedule, or form.

Technology: Minimal use of technology is required, including data entry into inventory records, Microsoft Outlook and use of a cell phone.

Other Skills and Abilities: An individual who holds this position must have: The ability to establish and maintain positive relationships with administration, teachers, and colleagues; Good personal hygiene; Excellent customer service skills.

Physical Demands: While performing these duties, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear. The employee is frequently required to reach, climb, bend, squat, stoop and kneel. The employee continuously uses hand strength to grasp and use tools and climb ladders. The employee must frequently lift or move up to 50 pounds and occasionally up to 100 pounds. Specific vision requirements include close and peripheral vision and depth perception.

Attendance: Consistent and regular attendance is an essential function of this position.

Conditions and Environment: While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit and between 15-32 degrees Fahrenheit. The noise level of the work environment is usually moderate but can occasionally be loud.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer