Redlands Unified School District

SENIOR CHILD NUTRITION SERVICES WAREHOUSE WORKER

DEFINITION

Under general supervision, plan, organize, schedule, lead, and participate in the daily activities of the Child Nutrition Services (CNS) Warehouse; assist in the training and coordinating of CNS delivery driver personnel; drive a delivery vehicle in the pick up and delivery of food from the central kitchen to serving locations; receive, store, and issue food, child nutrition supplies, and prepared hot and cold foods; maintain records and prepare reports concerning the CNS Warehouse operation to ensure compliance with mandated health and school nutrition regulatory requirements; and do other related work as required.

ESSENTIAL FUNCTIONS

Plan, organize, schedule, lead, and determine work priorities in the coordinating of the receiving, processing, storing, pulling, staging, loading, and unloading of a variety of CNS product, food, materials and equipment being transported to multiple CNS kitchens; load a delivery vehicle with a variety of food carts, food bags, food containers and CNS supplies; assist in ensuring that proper CNS safety procedures are followed in the CNS Warehouse and in the loading and delivery of food; assist in the training and coordinating of CNS delivery driver personnel; drive a delivery vehicle to delivery and pick up sites, load and unload the delivery vehicle; lead and participate in the staging of product daily for the following day deliveries; assist in maintaining a variety of CNS product and delivery related records; receive delivery acknowledgment receipts; may operate a variety of warehouse equipment, including a forklift, pallet jack, and hand truck; may assist in conducting inventory reviews and in maintaining inventory control procedures; review and maintain delivery vehicle service records and coordinate the scheduling of preventive service and maintenance; pick up and deliver money to and from various sites; complete the federal regulatory school nutrition professional development training requirements; may assume the duties of any CNS Lead during absences; prepare and complete daily paperwork activities associated with the CNS Warehouse and delivery system; utilize a computer and assigned software as required; support a positive climate of customer service in all interactions and communications with students, District staff, families, and community members; attend meetings as assigned; support completion of electronic orders from service sites to CNS Warehouse; perform other related duties as required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, techniques, procedures, pertaining to receiving, processing, storing, and distribution of a variety of CNS food supplies, materials, and equipment;
Warehouse procedures, invoices, delivery slips, and the purpose of the function of each;
HACCP procedures;
Record management and inventory procedures;
Computers and technology;
Vehicle service and maintenance requirements;
Safe working and vehicle operational practices;
Safe and sanitary food storage and transport;
Lead responsibilities**.**

Ability to:

Safely, effectively, and efficiently operate a delivery vehicle and assist in a receiving, storage, staging**,** and distribution operation;
Perform routine clerical tasks;

Ability to (continued):
Perform moderately heavy manual tasks;
Understand and carry out oral and written directions;
Understand and follow all HACCP Standard Operating Procedures;
Effectively and accurately plan, organize, train, and lead CNS delivery personnel;
Work independently with minimal direction or supervision;
Follow district, state, and federal rules, policies, regulations, and laws;
Effectively and efficiently operate a pallet jack and forklift;
Display tact and courtesy;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:
Equivalent to the completion of twelfth grade, supplemented by training or coursework in nutrition, quantity food preparation, sanitation, accounting, or closely related areas.

Experience:
Two years experience operating a mid-sized delivery vehicle and two years of experience in a warehousing and distribution operation. Three years of experience in quantity food preparation, service, and facility maintenance in a commercial, institutional, or school food facility setting.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California Driver's license; qualify for insurability with the District's insurance carrier. Must possess and maintain a valid ServeSafe Certificate and forklift certification.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:
Heavy work involving lifting, carrying, pushing, and/or pulling of objects weighing up to 100 pounds with frequent lifting or carrying of objects weighing up to 50 pounds; physical dexterity in limbs and digits to operate equipment and to perform strenuous manual labor; ability to bend, stoop, grasp, and reach. Ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee. Ability to climb a ladder for purposes of inspection when necessary; reaching overhead, above shoulders and horizontally; kneeling and bending at the waist.

Working Conditions:
May stock and store supplies which require lifting objects overhead on a regular basis. Exposure to cold from freezers and refrigerators for extended periods daily. Work involves considerable carrying of materials and requires an awareness of how to properly lift and carry objects.

Pre-placement Physical: Class II