



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Child Nutrition Warehouse Worker/Driver II** FLSA Status: **Non-Exempt**
 Job Family: **Child Nutrition** Pay Range: **CN30H**
 Prepared/Revised Date: **April 18, 2024** Job Code: **61621**

SUMMARY: Responsible for performing all 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. Assistant with supervisory of delivery routes, warehouse tasks, and inventory controls.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
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 product and equipment.	D	30%
2. Monitor and maintain accurate warehouse inventory levels using computer system and physical inspections. Identify and communicate warehouse inventory shortages or excess to director, area supervisors, and supply coordinators to ensure proper rotation and flow of goods to and from kitchens.	D	30%
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.	D	20%
4. Coordinate, assign and perform scheduled warehouse receiving, storage, and delivery functions. Receive deliveries from vendors and assist with inspecting goods, dating new product, stocking deliveries, tracking inventory, and filling order for PSD sites by following FIFO.	D	10%
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. Ensure staff follows scheduled hours and department procedures.	D	5%
6. Attend work and arrive in a timely manner according to established schedules.	D	1%
7. Attend all required departmental trainings and meetings.	M	2%
8. May drive school bus in emergency.	A	1%
9. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

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
- Colorado Commercial Drivers License (CDL) Required
- Certified Forklift Operator License Required

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 read and follow oral and written 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 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, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Ability to use a calculator, computer, e-mail, and purchasing/inventory programs

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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		

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)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	



NOISE LEVEL:	Exposure Level
Moderate	
Loud	X
Very Loud	