



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Child Nutrition Warehouse Worker/Driver** FLSA Status: **Non-Exempt**  
 Job Family: **Child Nutrition** Pay Range: **CN30H**  
 Prepared/Revised Date: **August 18, 2016** Job Code: **61620**

**SUMMARY:** Perform 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	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. 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.	D	25%
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	25%
4. Assist in all warehouse functions including filling orders, dating product, follow FIFO, track inventory, putting away stock and deliveries.	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.	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%
	<b>TOTAL=</b>	<b>100%</b>



**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
- Ability to successfully complete a post-offer, pre-employment physical examination

**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, Superintendent policies 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 Word, Excel, Outlook, other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, cell phones, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	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
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		



<b>VISION DEMANDS:</b>	<b>Required</b>
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

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	