

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE:	Nutrition Services Delivery Driver/Warehouse Worker
SALARY PLACEMENT:	Classified Salary Schedule Classified School Employees Association

SUMMARY:

Receives general supervision from the Nutrition Services Director and/or Operational Manager to perform a variety of work in a central warehousing operation, including unloading, receiving, checking, storing and distributing equipment, supplies and materials; performs specialized procedures for food supplies; delivers supplies to District sites and performs related duties as assigned.

Employees in this classification perform assignments under general supervision within an established framework of well-defined policies and procedures.

SUPERVISOR:

Director of Nutrition Services and /or Nutrition Services Operational Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Loads and unloads a delivery vehicle, ensuring that all items and supplies are properly secured.
2. Maintains vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
3. Checks and put away incoming stock from vendors operating a forklift, hand truck, and pallet jack when necessary.
4. Drive a truck and deliver supplies to various receiving points throughout the District.
5. Fill food orders on a regular or emergency basis.
6. Ensure that food supplies are delivered on correct dates.
7. Take regular inventory of our vendor and government surplus food.
8. Keep the warehouse and food warehouse area clean and orderly.
9. Perform simple clerical work. Maintains various files and records (e.g. temperature logs, etc) for the purpose of documenting activities, and providing materials and reliable resource information.
10. Picks up monies at the school cafeterias and delivers monies to the Nutrition Services Office.

Knowledge of:

- Safe driving practices.
- Computerized inventory methods, procedures, and record keeping.
- Proper warehousing and storage methods, including food storage procedures.
- Safety precautions and standards associated with transporting and warehouse operations.
- Power and hand tools.
- Routine vehicle maintenance requirements.
- Safe work practices.

Ability to:

- Learn specialized warehousing procedures pertaining to food storage and other areas.
- Use and safely operate a variety of vehicles, hand tools and equipment including a truck, forklift, pallet jack and hand truck, exercising good judgment and safety precautions.
- Perform routine maintenance on vehicles.
- Prioritize work loads to meet established time lines and special requests.
- Keep accurate and current records of stock transactions.
- Work on own initiative without close supervision.
- Establish and maintain cooperative working relationships with others.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.
- Physical capability sufficient to perform job tasks.

EDUCATION:

High School Diploma or equivalent

EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Previous experience performing warehousing/inventory work.

CERTIFICATES, LICENSE, REGISTRATIONS:

Possession of a valid and appropriate California Driver's License issued by the State Department of Motor Vehicles.
Possession of a Forklift Operator's Certificate.

PHYSICAL REQUIREMENTS:

Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, office equipment, and furniture; ability to work around moving objects or vehicles; ability to perform heavy physical labor for sustained periods of time; physical ability to lift and carry objects weighing up to 50 pounds without assistance; physical ability to lift and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of a variety of hand and power tools, machines and equipment including a truck, hand truck, pallet jack and forklift.

WORK ENVIRONMENT:

Work is performed in a variety of District facilities, both inside and outside and in various types of weather; exposure to fumes, gasses, controlled and hazardous substances, and chemicals; regular contact with staff and the public.

Adopted Date: March 18, 2009

Revision Date: October 25, 2014

Adopted Date: November 5, 2014

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.