**SAMPLE JOB DESCRIPTION: WAREHOUSE WORKER-DRIVER**

Job Title: Warehouse Worker-Driver

Division: [District Dependent] Job Code: XX

Department: Food Services Department (FSD) Affiliation: XX

Date Developed: XX Grade: XX

Revision Date: XX Overtime Status: XX

Reports To: Production Chef

Supervisor’s Superior: [District Dependent]

Positions Supervised: [District Dependent]

**Job Summary**

The Warehouse Worker-Driver is responsible for receiving, rotating, and organizing stock from vendors; managing the central kitchen inventory, picking, loading and delivering site orders from the warehouse and delivering them to Food Services sites throughout the district; working on various production kitchen duties as assigned by the Production Chef. The Food Services Driver will be performing according to established policies and procedures; the scheduling and routing may vary depending on the specific needs of the Food Services Department.

**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.

**Key: (D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, **(A)** annually

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| --- | --- | --- |
| **Job Tasks Descriptions** | **Frequency** | **% of****Time** |
| 1. Understands and is able to communicate the philosophy of the XXXX Food Services Program. Sets a positive example as a representative of the department who travels throughout the district on a daily basis. Works harmoniously with staff and students. | D | 5 |
| 2. Understands and practices the NSD’s Standard Operating Procedures with regard to handling food and supply products; records and maintains receiving and food transport logs; understands time and temperature as it relates to delivery; and practices FIFO in the process of picking, delivering and stocking items at the FSD sites; can differentiate labels and learns stock descriptions well enough to pick proper goods, count accurately and follows warehouse organization of pallets and stock to assure FIFO is followed. | D | 30 |
| 3. Maintains the cleanliness and organization of the storage facilities attached to the central production kitchen. Assists the production team in organizing supplies required for production. Assists the Production chef in weekly inventory counts to assist in maintenance of par inventory levels. Prepares a physical count of all inventories monthly as directed by Production Chef. | D | 30 |
| 4. Picks, organizes and delivers food and supplies following prescribed routes and procedures. Checks with authorized personnel with regard to ensuring that delivery tickets are accurate as printed. | D |  10 |
| 5. Uses truck lifts, hand trucks, and pallet jacks to safely handle multiple and heavy loads of products. | D |  10 |
| 6. Maintains the cleanliness of delivery vehicles, Food Services delivery totes, and Food Services storage areas as assigned. | D | 5 |
| 7. Reads and responds to FSD email communications and reads FS Newsletters and other communications. | D | 5 |
| 8. Performs other duties as assigned. | D | 5 |
|  | **TOTAL** | **100%** |

**Education and Related Work Experience**

* High school diploma, completion of G.E.D., or equivalent vocational school or short term courses.
* One year and up to and including two years experience in Delivery Driving, Warehouse/Stock Work.

**Licenses, Registrations, or Certifications**

* Must obtain Serve Safe Certificate or State/County Food Handler’s Permit by completion of probationary period.
* Valid [insert state] Driver’s License and clean driving record that meets XXXXX insurability requirements.
* A criminal background check is required for hire.
* Offer contingent upon passing post-offer physical.

**Technical Skills, Knowledge & Abilities**

* Intermediate oral and written communication skills
* Intermediate English language skills
* Intermediate interpersonal relations skills
* Basic math and accounting skills
* Basic personal computer, keyboarding and word processing skills
* Knowledge of computer inventory programs preferred
* Intermediate customer service and public relations skills
* Basic critical thinking and problem solving skills
* Intermediate organizational skills
* Manage multiple tasks with frequent interruptions
* Read and discern labels and stock descriptions on pick, delivery and inventory paperwork
* Understand and follow all HACCP Standard Operating Procedures
* Lift up to 50 lbs. on a frequent basis
* Drive a box van and refrigerated “straight job” truck

**Other Required Proficiencies**

* Must be able to operate hand truck at time of hire.
* Must be able to operate pallet jack within one month of hire.
* Must be able to operate electronic lift gates at time of hire.
* Must pass basic math test prior to hire.

**Safety to Self and Others**

* Be aware and create, to the best of ones’ ability, a physically and mentally safe environment for self and others.
* Report all unsafe working conditions.

**Safety Equipment**

* Sturdy shoes with oil resistant and non-slip soles required
* Food thermometer required (provided)

**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 Demands**

* While performing the duties of this job, the employee is regularly required to stand and walk (up to 2/3 of the time).
* The employee is frequently required to use their hands to finger, handle or feel; reach with their hands and arms, and hear (over 2/3 of the time).
* The employee is occasionally required to sit; climb or balance, stoop; kneel; crouch or crawl; talk and smell (up to 1/3 of the time).
* The employee must regularly lift and/or move up to 50 pounds and frequently move heavy loads.
* The specific vision abilities required by this job include close vision (20 inches or less), distance vision (clear vision at 20 feet or more), the ability to identify and distinguish colors; peripheral vision; depth perception and ability to adjust focus.

**Work Environment**

* Whileperforming the duties of this job, the employee is occasionally exposed to wet or humid and extreme cold non- weather conditions, and work near moving mechanical parts (under 1/3 of the time).
* The employee is frequently exposed to outdoor weather conditions (over 2/3 of the time).
* The employee is exposed to moderate noise levels in this position.

*Note: The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of duties, responsibilities or requirements.*