

Position: **Lead Warehouseman** – Student Nutrition ServicesSalary Range: **23****Summary**

**Under supervision, to do manual duties in the receipt, storage and distribution of food service food, supplies and equipment.**

**Distinguishing Characteristics**

**Lead Warehouseman** oversees the delivery service for the District. Receives and processes purchased goods, both durable and perishable, as well as related supplies and equipment.

**Essential Duties and Responsibilities**

- Performs a variety of warehouse storage functions including stocking, shelving, filling requisitions and checking for adequate levels of food supplies. Maintains warehousing areas in a safe and orderly fashion.
- **Conduct monthly inventory and maintain perpetual inventory of central warehouse.**
- Prepares deliver orders. May pick up various items relating to food service from multiple locations.
- Delivers food and related perishables or durable supplies and equipment from a food service location to school sites. Loads and unloads inventory.
- May inspect incoming items against purchase orders and reports shortages, damages, spoilage, or other discrepancies.
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

**Qualifications****▪ Knowledge and Skills**

Requires basic knowledge of the policies, procedures and practices used for receipt, storage and retrieval of equipment, supplies and materials at the central warehouse. Requires good organizational and time management skills. Must know and understand safety rules and regulations. Reading and writing skills to perform related duties as assigned and to understand safety regulations and related information. Must have sufficient communication skills to project a positive image and convey basic information to customers.

**▪ Abilities**

Requires the ability to maintain stock inventory control records. Must be able to fill orders accurately from requisitions. Must be able to operate a delivery vehicle safely and efficiently. Must be able to meet required schedules for delivery of food, supplies or equipment to sites. Requires the ability to perform manual labor, including lifting, carrying, and moving heavy equipment and supplies. Requires communications skills sufficient to

interact with peers within the immediate work group, other staff and outside delivery staff or vendors in a manner reflecting positively on the Department and the District. Ability to be insured. Must be able to adapt and learn new procedures and programs as implemented by the District. Must be familiar with Health and Safety regulations.

- **Physical Abilities**

Requires the ability to stand, walk, and manipulate (lift, carry, move) medium to heavy weights of 20-50 pounds. May stoop, kneel and crouch. Requires leg and foot dexterity to operate vehicle gas, brakes, and clutch while driving. Requires good hand-eye coordination, arm hand dexterity and visual acuity including depth perception to drive delivery vehicle and read numbers and words. Requires auditory ability to carry on conversations over the phone and in person.

- **Education and Experience**

High school diploma or equivalent required.

- **Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid training may be required.  
Forklift Certification