

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Warehouse/Freezer Worker	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Purchasing/Food Services Warehouse	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	261 Days
BOARD APPROVAL:	July 29, 2009	SALARY:	N-34/Operations Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, perform general warehouse work in cold storage freezers; receive, sort, stock, rotate, inspect, pull orders, and maintain inventory control in a reasonable, timely manner to provide high quality services to sites and departments; deliver food, food service equipment and food service supplies to sites as needed.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Receive, unload, tag, store and inventory dry goods, fresh and frozen goods and non-consumable supplies in a safe, orderly and efficient manner to meet the needs of the sites. *E*

Receive daily requisitions and fill orders according to established procedures; pick and stage food and supply orders for reasonable, timely delivery to sites. *E*

Operate forklift, electric pallet jack, stretch wrap machine and other equipment as related to warehouse work; load and unload trucks; perform basic maintenance of equipment as needed to ensure proper operating condition. *E*

Maintain daily communication with appropriate staff and sites regarding deliveries, inventory, and any order issues to meet the needs of the sites. *E*

Observe and report any quality control problems to the appropriate supervisor in a reasonable, timely manner for the safety of students and staff. *E*

Perform custodial duties to maintain the warehouse in a clean, safe and orderly condition. *E*

Assist with any incoming/outgoing truck loads as it relates to food services needs.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to; graduation from high school and two years of warehouse experience in storekeeping activities in a large food and nutrition organization, including receiving, sorting, issuing and inventory control.

LICENSES AND OTHER REQUIREMENTS:

Valid Class B California driver's license; valid medical card.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic methods and practices used in delivering supplies and equipment.
- Methods, procedures and terminology of warehousing.
- Safe handling of product and storage of food inventory
- Traffic laws, defensive driving techniques and rules of the road.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Basic math skills for calculation related to orders and inventory.
- Proper loading and unloading techniques and rack system in freezers.
- Basic computer skills.
- District goals.

ABILITY TO:

- Coordinate, instruct and provide direction and guidance to assigned staff.
- Follow shipping, warehouse guidelines and FIFO (First In, First Out) procedures.
- Transport full pallets to designated areas of the freezers in a safe and responsible manner.
- Learn and utilize proper procedures for stocking product (dates, temperatures, rotation, etc.)
- Accurately maintain routine records.
- Work independently with little direction.
- Meet schedules and time lines.
- Analyze situations accurately and adopt an effective course of action.
- Read and write at a level appropriate to the duties of the position and follow both oral and written directions effectively in English.
- Maintain cooperative working relationships and communicate with a diverse range of people using patience and courtesy.
- Apply integrity and trust in all situations.
- Actively participate in meeting District goals and outcomes.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse environment; driving a vehicle to conduct work; exposure to fumes from vehicle and equipment operation; cold from coolers and freezers; working around and with machinery with moving parts; subzero temperatures in freezers; driving a vehicle during adverse weather conditions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate equipment; climbing stairs; sitting or standing for extended periods of time; walking; carrying, pushing or pulling packages and hand trucks; bending at the waist; lifting heavy objects; reaching overhead, above the shoulders and horizontally.

Fresno Unified School District is an Equal Opportunity/Affirmative Action Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions

APPROVALS:

Kim Mecum, Associate Superintendent
Division of Human Resources

Date

Michael E. Hanson
Superintendent

Date