

WAREHOUSE DELIVERY WORKER III

DEFINITION

Under general supervision, organizes, coordinates, and performs lead functions in the District warehousing and distribution operation including Nutrition Services; participates in the receiving, inspecting, storing, and distributing of all materials, goods, foodstuff, equipment and supplies; performs other related work as required and/or assigned.

ESSENTIAL DUTIES

- leads, coordinates, and participates in the receiving, inspection and storage of a variety of nutrition service supplies, materials, and warehouse goods
- assists in the follow-up of shortage, damage, and shipping discrepancies
- reviews, evaluates, and offers suggestions pertaining to the improvement of all District warehouse and distribution operational procedures
- assists in the planning and organization of warehouse space layout and the allocation of storage space and facility usage
- monitors and inspects the warehouse facilities and equipment to insure adherence to appropriate safety and preventative maintenance standards
- conducts monthly inventory reviews in maintaining appropriate warehouse inventory levels
- implements and maintains manual and automated warehouse and inventory record management, storage, and retrieval systems
- may assist in organizing and conducting warehouse and delivery personnel orientation and in-service training programs
- operates a variety of warehouse storage and distribution equipment
- compiles, prepares, and presents oral and written reports as required
- provides technical input into the performance appraisal of the warehouse and delivery personnel
- occasionally drives a delivery vehicle in the delivery and distribution process
- schedules and routes all incoming and outgoing deliveries
- maintains temperature records for all incoming and outgoing food products and refrigerator/freezer equipment
- monitors and inspects nutrition service warehouse storage facility to ensure adherence to food safety policies and procedures and to Health Department regulations

QUALIFICATIONS

Knowledge of: Methods and procedures pertaining to the warehouse, distribution, and stock control process; educational materials, supplies, and equipment, and nutrition service foods and commodities; inventory planning and control systems and procedures; safety and security practices and procedures; health department regulations concerning storage and transport of food products; food safety.

Ability to: Plan, organize, and implement effective and efficient warehouse and distribution operational procedures; implement and maintain an accurate and effective data management, storage, and retrieval system; effectively participate in the control of warehoused equipment, materials and supplies; compile and present operational reports; understand and follow oral and written directions; establish and maintain cooperative working relationships.

Rialto Unified School District