

**LA HABRA CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**FOOD SERVICE WAREHOUSE & DELIVERY WORKER**

**Definition**

Under supervision of Director of Food Services, use considerable decision making skills to coordinate and operate a centralized food service warehouse and delivery service.

**Typical Tasks**

- Receive, store, retrieve, issue and deliver food service supplies to all school sites and kitchens; may handle other District warehouse deliveries as needed.
- Load and unload equipment, food and cafeteria supplies; operate fork lift and pallet jack as needed.
- Verify items against packing slip invoices and purchase orders; report and follow up on any discrepancies.
- Resolve delivery problems including storage, claims and adjustments.
- Perform record keeping duties, and assist in all tasks in the warehouse operation and deliveries, including material rotating, organizing and shelving stock.
- Assist in periodic and annual inventories to maintain accurate, current files and records.
- Drive District vehicle to deliver a variety of materials to school sites, kitchens and other locations; follow an established driving route as assigned.
- Deliver food and various food service supplies to central kitchens and set in storage; pickup and deliver supplies from local stores and catering orders.
- Maintain upkeep of food service storage unit(s), central kitchens, and District warehouse outside areas in a clean, safe and orderly condition.
- Check the operation of equipment including refrigerators, freezers, forklift, and pallet jack; may perform minor general maintenance and preventative maintenance on equipment such as transport cart, fork lift servicing, etc.
- Handle weekly cleaning and maintenance of food service vehicle interior and exterior; fuel vehicle and report defects to Transportation Director for correction.
- Perform other related duties as assigned.

**Minimum Qualifications**

- Education: Completion of high school or General Education Diploma (GED).
- Experience: Two years experience in warehouse distribution and the operation of a delivery vehicle.
- Knowledge of: Methods use in safe receiving, storing and issuing of supplies, equipment, materials and food products; technical aspects of warehouse operation methods and safety techniques used in general maintenance, repair and warehousing work; methods of loading and unloading delivery vehicles; proper lifting techniques, basic inventory methods and practices.
- Ability to: Follow, understand and carry out oral and written instructions; prioritize daily tasks and meet deadlines; compile and maintain accurate records and reports; use internet and email; make minor mechanical adjustments to equipment; operate office machines including copier, telephone, fax; answer phone and interact with staff/vendors in a polite and courteous manner in order to establish and maintain cooperative working relationships. Perform routine clerical duties involved in warehousing and storekeeping; perform moderately heavy physical labor, including loading and unloading in a safe manner using a forklift and/pallet jack or other mechanical loading equipment; operate large delivery truck (up to 32,000 GVW) with lift gate, making frequent stops and deliveries; and learn delivery routes.

Other Requirements: Must have a valid California Drivers' License and be insurable to drive a District vehicle.

**PHYSICAL REQUIREMENTS:**

The work environment and physical demands of the positions as described on the following page are representative of those that must be met by an employee to successfully perform the essential functions this position/classification. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

**Working Environment**

While performing the duties of this position, the employee regularly works in a warehouse environment. Employees will also work in an outdoor environment and is subject to seasonal heat, cold and adverse weather conditions as they drive vehicles and make deliveries. The employee may be exposed to cold conditions when working in the warehouse and central kitchen refrigerators/freezers. The employee may be exposed to fumes, dust and odors, and work at heights within the warehouse environment. The employee regularly works with moving mechanical equipment including forklift and pallet jack. The noise level in the environment is usually moderate and occasionally will be very loud.

**Physical Demands**

The physical demands of this position include walking and standing for extended periods of time and the use of hands and fingers to operate and repair specialized equipment. Employees will frequently bend at the neck and trunk while performing the duties of this job and will work near moving mechanical parts and motorized equipment to load/unload or move materials. Heavy physical labor involving the lifting, carrying, pushing and pulling of heavy objects is required. The employee must regularly lift and/or move up to 50 pounds without assistance, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Reaching overhead, above the shoulders and horizontally with hands and arms is required as is bending at the waist, kneeling and crouching. The employee is occasionally required to climb ladders to reach supplies and equipment and balance, stoop, kneel, crouch, or crawl. The employee routinely works from an upright standing position and in some instances pushes food carts that can weigh up to 500 pounds. The employee is regularly required to use hands to operate various warehouse equipment. Hearing and speaking abilities to exchange information and vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus and the ability to adjust focus to complete assigned work orders, read a variety of materials and inspect print shop equipment and work product. The employee must be able to hear and speak to receive and exchange information.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed.

**Candidate must pass pre-employment physical prior to employment.**

Salary Range: 25  
Work Schedule: 2

PRESENTED TO THE BOARD: September 26, 2013  
PRESENTED TO PERSONNEL COMMISSION: October 1, 2013