

Mt. Diablo Unified School District

Food & Nutrition Services Warehouse Attendant Truck Driver

Summary Definition

Under general supervision, receives, inspects, issues, food, supplies and equipment purchased by the district; picks up and delivers food, supplies, equipment and other items to district school cafeterias; maintains assigned storage areas in a clean and orderly condition; and performs related work as required.

Directly Responsible To

Food & Nutrition Services Warehouse Distribution and Operations Manager

Example of Duties (to include, but not limited to:)

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

1. Assists in unloading and storing incoming district food, supplies, and equipment **E**
2. Assists in the inspection of incoming stock for conformity to purchase orders and packing lists and reports shortages, damages and other discrepancies **E**
3. Assists in filling requisitions and marks order for delivery **E**
4. Loads food, supplies, and equipment onto delivery vehicles **E**
5. Operates delivery vehicles over a predetermined route in making deliveries to various District schools, offices and other established locations **E**
6. Picks up, delivers, and puts away food, supplies, and equipment in school site cafeteria, refrigerator and freezer **E**
7. May pick up and deliver emergency food items, materials and equipment requiring immediate delivery **E**
8. Assists in conducting periodic inventories of food, materials, supplies and equipment maintained in the central food & nutrition services warehousing facility **E**

9. Assists in keeping shelves and other storage spaces in a clean and orderly condition and maintains cleanliness throughout central food & nutrition services warehousing facility
E
10. Assists in maintaining various records relating to the receipt and delivery of supplies and equipment received, issued and delivered through the district's central food & nutrition services warehousing facility
E

DESIRABLE QUALIFICATIONS

Training and Experience: A combination of training and experience equivalent to one year of experience in receiving, storing and delivering supplies and equipment.

Licenses and Certificates

- A valid California Driver's License
- Forklift Certification
- Serv Safe

Knowledge of

- Warehousing procedures and methods associated with the receipt, storage, issuance and delivery of various food, supplies, and equipment
- Vehicle Code and the operation of motor vehicles
- How to operate a forklift
- How to use manual or electric pallet jack

Skills in

- Performing a variety of general warehousing duties related to receiving, issuing and storing school food, supplies, and equipment
- Picking and delivering a variety of food, supplies, materials and equipment
- Understanding and carrying out oral and written instructions
- Operating equipment

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 35% walking, and 45% standing. The job is

performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Physical Abilities

Required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; and working as part of a team; lift, carry, push, pull or guide up to 50 pounds individually or more than 50 pounds with assistance.

Hazards

Exposure to bulk food, equipment and metal objects; driving in traffic conditions and working in cold and freezing temperature environments.

Other Qualifications

Must successfully pass the District's pre-employment fingerprinting, TB testing, and mandated trainings.