

LEAD WAREHOUSE/DELIVERY WORKER

Purpose Statement

The job of Lead Warehouse/Delivery Worker was established for the purpose/s of performing a variety of duties involved in picking up and delivering mail, supplies, equipment, food, and other materials as assigned to and from various district sites in compliance with safety standards and strict schedule timelines; loading, unloading, stacking, and rotating supplies, equipment, food, and other materials; maintaining inventory control in the warehouse; and supervising warehouse and delivery operations.

This job reports to Manager - Nutritional Services/Purchasing

Essential Functions

- Assists the Manager of Nutritional Services/Purchasing with the coordination of activities (e.g. planning, scheduling, catering events, district communications, etc.) for the purpose of ensuring that the department functions in a safe, effective, and efficient manner.
- Collaborates with the Purchasing Specialist for the purpose of ensuring the efficient and accurate operations of the warehouse.
- Communicates with staff and vendors (e.g. stock items, MSDS specifications, use of LINKS in regard to warehouse orders, etc.) for the purpose of providing information and/or direction, and ensuring orders are correct .
- Compiles data (e.g. custodial, food service, inventories, etc.) for the purpose of facilitating the purchasing process in maintaining required inventory levels.
- Evaluates bid supplies for quality, quantity, and general specifications (e.g. projector bulbs, custodial supplies, warehouse supplies, etc.) for the purpose of maintaining quality control and helping the district secure necessary items.
- Maintains manual and electronic documents and records (e.g. typing invoices, maintaining files of purchase orders, inventory, returns, delivery records, incoming freight shipments, Material Safety Data Sheets (MSDS), shelf-life/expiration dates of food items, etc.) for the purpose of ensuring accurate records and to provide for the tracking of orders.
- Organizes warehouse equipment and supplies for the purpose of maintaining the effective and efficient functioning of the work unit.
- Oversees physical inventories for the purpose of verifying stock and identifying losses.
- Oversees warehouse/delivery personnel for the purpose of ensuring the safe, efficient, and effective operations of the warehouse.
- Performs duties of Warehouse Delivery Workers, in their absence, (e.g. making required deliveries, receiving stock, loading and unloading, forklift operations, etc.) for the purpose of ensuring required district services continue to be provided safely and efficiently.
- Provides quality customer service for the purpose of maintaining an effective and efficient work environment.
- Schedules the delivery and receiving of materials, under strict timeline and safety protocols, to and from various district sites (e.g. mail, supplies, equipment, food, meals, etc.) for the purpose of ensuring safe, effective, and efficient operation of services provided for students and staff.
- Trains staff in the use of warehouse equipment (e.g. software applications; forklift operations, hand trucks, pallet jacks, etc.) for the purpose of ensuring safe and proper use of warehouse equipment.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices, handling hazardous materials; operating standard office equipment; preparing and maintaining accurate records; and operating forklifts, delivery trucks, pallet jacks, and other standard warehouse equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; ServSafe guidelines, methods of industrial cleaning, basic methods used in receipt, inventory, and issuance of supplies and equipment, including inventory control systems; Material Requirement planning; principles and procedures of record keeping; safe driving principles and practices; and principles of lead supervision and training.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; meeting deadlines and schedules; working independently in the absence of supervision; lifting, carrying, and moving heavy equipment and supplies; communicating clearly and concisely, both orally and in writing; and establishing, maintaining, and fostering positive and harmonious working relationships.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working 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 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

Pre-employment proficiency testing, including keyboarding, may be required

Certificates & Licenses

- CPR/AED First Aid Certificate within 30 days of hire
- Food Handlers/ServSafe Certificate by NRA within one year of hire
- Fork Lift and Forklift Trainer Certificate within one year of hire
- Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

- Criminal Justice Fingerprint/Background Clearance
- MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

12/30/2007

Salary Grade

Classified 51

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____