

LEAD WAREHOUSE WORKER (FOOD SERVICE)

DEFINITION

Under general supervision, uses considerable independent judgment in warehousing and inventory skills; plans, coordinates, organizes, leads and participates in maintaining stock levels; receives, inspects, stores, distributes materials and supplies; maintains perpetual inventories.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Leads, coordinates and participates in the receipt, inspection and storage of a variety of materials, supplies and equipment.
2. Leads, coordinates and participates in shipping to all school sites supplies and equipment.
3. Unpacks and inspects deliveries for damages, comparing items and quantities received against purchase orders and packing slips.
4. Completes forms on damages and shipping discrepancies;
5. Distributes and files shipping and receiving records.
6. Confirms invoices for payment
7. Conducts ongoing inventory and maintains inventory control records.
8. Operates a computer to maintain records and prepare reports.
9. Reviews, evaluates and makes recommendations pertaining to effective warehouse and distribution operational procedures.
10. Plans and organizes warehouse space layout.
11. Provides input for the evaluation of warehouse delivery staff.
12. Ensures the warehouse is maintained in a sanitary and orderly condition.
13. Operates a variety of warehouse equipment including forklift, pallet jack and hand truck.
14. Assists in the loading and unloading trucks.
15. May drive a delivery vehicle.

QUALIFICATIONS

Knowledge of:

Proper methods and procedures related to the warehouse, distribution and stock control process; automated and manual recordkeeping methods and procedures; motivation and leadership methods; safe working methods and procedures.

Ability to:

Plan, organize and lead warehouse and delivery staff; maintain records and prepare reports; analyze and utilize methods of storage and delivery; schedule and coordinate the work of others; train employees; operate warehouse equipment; drive a delivery vehicle; perform heavy manual labor; communicate effectively in written and oral format; understand and carry out oral and written instructions; establish and maintain cooperative working relationships. Comply with the District's customer service standards, as outlined in Board Policy.

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Education and Experience:

Any combination of training and experience which is equivalent to graduation from high school and two years experience in delivery, warehousing, receiving, issuing, packing, shipping and/or storage of goods. Leadership experience desired.

License Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT: WORK IS PERFORMED PRIMARILY IN A SCHOOL WAREHOUSE SETTING. PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a school cafeteria setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a school cafeteria setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, grasp, and twist; to lift, carry, push, and/or pull moderate amounts of weight; to operate computer equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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