

JOB DESCRIPTION
Park Hill School District

Lead Driver/Warehouse Worker - Nutrition Services

Purpose Statement

The job of Lead Driver/Warehouse Worker - Nutrition Services is done for the purpose/s of providing support to the warehousing operations with specific responsibilities for pulling and loading orders for delivery; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; ensuring safe operation of vehicles; and maintaining an organized layout and safe work environment.

This job reports to the Director of Nutrition Services

Essential Functions

- Maintains manual and electronic files and records (e.g. loss, expenditures, history of utilization, schedules, calendars, requisitions, etc.) for the purpose of documenting activities and providing reliable resource information.
- Operates equipment and district vehicle(s) (e.g. fork lifts, Van, etc.) for the purpose of moving supplies, equipment, inventory, etc. in a safe and timely manner.
- Orders equipment and supplies, as requested for the purpose of maintaining inventory and ensuring availability of required items.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Processes report requests (e.g. order status, completed deliveries, current inventory, etc.) for the purpose of disseminating information to requesting parties.
- Receives stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Responds to inquiries from staff and vendors for the purpose of providing requested information and/or referring to appropriate resources.

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 tasks with a potential need to 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; operating equipment used in warehouse/delivery activities; preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies

required to satisfactorily perform the functions of the job include: safety practices and procedures; and materials handling procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on 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 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Physical Capacity Assessment

Certificates

Valid Driver's License & Evidence of Insurability
Food Handlers/SafeServ Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range