



Position Title: **Warehousemen**
Department: Food Service
Reports To: Food Services Manager

SUMMARY: Under general supervision, assists with receiving, storing and issuing supplies. Keeps orderly maintenance of the warehouse, and assists with keeping appropriate records. Delivers food and supplies between buildings when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Assists with maintaining inventory of warehouse
2. Assists with receiving and tracking warehouse orders
3. Deliver food and supplies between buildings as needed
4. Organize supplies, materials and equipment
5. Retrieve and disperse supplies, materials and equipment as needed
6. Drive a light truck to make deliveries to school as needed
7. Operate a hyster
8. Unloads, checks and shelves or stores incoming equipment and supplies
9. Fills requisitions and packages and marks orders for delivery
10. Assists in periodic and annual inventories
11. Prepares receiving reports
12. Performs other related duties as required
13. Corresponds with district staff and stakeholders via email
14. May be asked to translate, if applicable
15. Maintain regular on-time attendance
16. Receive and organize monthly USDA orders

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: Oregon recognized driver license with satisfactory driving record. To perform job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or equivalent.
Warehouse/Inventory experience preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write

routine reports, and business correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to speak effectively with other employees and/or students. Ability to present information in one-on-one and small group situations to customers, clients, other employees, and/or students. Ability to speak and present effectively before vendors, administration staff. Ability to effectively present information and respond to questions from groups of administrators, managers, employees, clients, customers, and/or the general public. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to administrators and Board of Education.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to add and subtract two digit numbers and to divide with 10's and 100's. Ability to apply basic arithmetic calculations using units of American money, weight measurements, volume and distance. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent. Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES: Must be able to drive a light truck and hyster safely and efficiently. Specific organizational ability as it relates to storage, dispersal and retrieval of supplies, materials and equipment. Knowledge of proper and orderly storage procedures and issuance of materials. Knowledge of stock inventory procedures. Familiarity with requisitions, purchase orders and delivery reports. Safe driving practices and knowledge of traffic laws. Ability to keep accurate and current records of warehouse transactions. Ability to perform manual labor. Ability to follow oral and written instructions. Must be able to use computer and spreadsheet programs..

PHYSICAL REQUIREMENTS: Use of both hands in difficult body positions for operation of tools and equipment. Climb ladders, and operate lifts in high places. Perform duties outdoors in winter and summer temperature extremes. Work near mechanical equipment with moderate noise levels. Stand/Walk/Sit 4-8 hours. Ability to regularly lift and carry items 50-90 lbs. Frequently the employee will be required to lift or move objects greater than 90 lbs with assistance.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date