

AMADOR COUNTY UNIFIED SCHOOL DISTRICT  
FOOD SERVICE WAREHOUSEMAN

DEFINITION

Under supervision, to have operational/delivery responsibility for the operation of the District's Food Service Warehouse including receiving, storage inventory, pulling of orders and warehouse records; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform routine delivery of food and supplies from the food services warehouse to the schools. In addition, incumbents perform routine food warehousing work. Positions in this class perform work which is highly structured, which seldom varies and which is performed in accordance with established instructions. Incumbents receive thorough instructions when tasks are initially assigned and after training are expected to perform duties without constant supervision. Work is reviewed periodically upon completion and while in progress. Incumbents are expected to refer most variations in work to the supervisor for instructions.

EXAMPLES OF DUTIES

Drives a District vehicle to various schools, and the food services warehouse; receives and delivers food products and equipment; performs varied custodial duties; receive and delivers perishable items: , makes pick ups at various schools and returns to the warehouse; picks up and delivers emergency parcels or equipment requiring immediate delivery; makes daily scheduled cafeteria deliveries; inspects incoming stock for conformity to purchase orders and packing lists and reports shortages, contamination and other discrepancies; fills requisitions and marks orders for delivery; loads and unloads delivery vehicles; assist in the determination of storage space requirements, optimum stock quantities and proper methods of stock control and storage; conducts periodic inventories of materials, supplies and equipment; keeps shelves and other storage spaces in a clean and orderly condition; picks up, delivers, makes out reports and records required; operates a dolly and food storage bins; maintains cleanliness of food services warehouse; stocks shelves in stockroom; receives supplies, filling and shipping orders and taking inventory; and performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License.

QUALIFICATIONS

Knowledge of:

- Vehicle operation, traffic laws and safe driving practices;
- Time schedules and adherence practices;
- Simple record keeping techniques;
- Methods used in receiving, storing, issuing and keeping records of food, equipment and supplies;
- Warehousing procedures, requisitions, purchase orders, invoices and delivery slips;
- Stock inventory control;
- Appropriate safety precautions and procedures.

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Ability to:

- Follow a route and maps to various locations;
- Operate a light truck, observing legal and defensive driving practices;
- Keep records connected with the above duties;
- Lift and load heavy items;
- Perform general storekeeping duties;
- Maintain accurate records in receiving, storing and issuing equipment and supplies;
- Read and write at a level required for successful job performance;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective working relationships with those contacted in the  
course of work.
- Operate a forklift on occasion.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience performing routine delivery and stock room work.

PHYSICAL DEMANDS AND WORKING CONDITIONS

1. Employee lifts/carries 41 pounds occasionally (less than 33% of the time).
2. Employee lifts/carries 15 pounds frequently (34-66% of the time).
3. Employee lifts/carries 5 pounds constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 30 pounds on objects.
5. Employee's position requires pulling a maximum force of 30 pounds on objects.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.

SALARY LEVEL

Range 18 of the ACUSD Classified Salary Schedule.