



Deer Valley Unified School District

JOB DESCRIPTION

Job Title: **Food & Nutrition Dept. LEAD Warehouse Worker**

Position Type: Classified	Department: Food & Nutrition Dept.
Salary Schedule: Classified	Reports to: Food & Nutrition Director
Salary Range: 26	
Term of Employment: 12 months	Date: June 4, 2024
Shift: Day	Approved by: Human Resources

Position Summary:

Provide consistent and accurate service to all school sites by receiving, delivering and maintaining inventory of product for food services distribution center. Assists the Food & Nutrition Operations Coordinator in staff supervision and the management of Food & Nutrition Warehouse operations.

To perform this 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.

Essential Functions:

- Assist Coordinator in the supervision of activities of personnel involved in the receiving, storage, and movement of food, supplies and equipment to and from Food and Nutrition Warehouse.
- Assists in monitoring inventory levels and maintaining par levels of routinely stocked warehouse items.
- Assists in scheduling of kitchen deliveries and department mail services
- Receives, maintains and delivers product of the Food and Nutrition Warehouse. Maintains inventory efficiently. Keeps work area clean and organized.
- Follows standards of safety in storing food. Apply Hazard Analysis Critical Control Points (HACCP) principles.
- Picks up and delivers department mail, supplies and deposits.
- Coordinates BBQ grill rentals and services, including scheduling and assisting with grilling services, as well as grill delivery, pick up, and cleaning.
- Coordinates with Transportation Department the department's vehicle inspections, maintenance and repairs.
- Coordinates with vendors and District personnel, the repairs and maintenance of warehouse operating equipment including pallet jacks and forklifts.

- Summer duties may vary to include custodial, food server and deliveries to maintain summer feeding program at various sites.
- Maintains required (HACCP) forms and records as assigned by the coordinator.
- Practices exceptional customer service. Demonstrates teamwork through attitude and activities.

Marginal Duties:

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other job-related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

Supervisory Responsibilities:

- Assists and trains Food & Nutrition Warehouse personnel.
- Assists in supervising Food & Nutrition Warehouse employees.

Skills/Abilities/Knowledge/Work Style:

- Knowledge of inventory systems, inventory management and FIFO.
- Knowledge of proper warehouse and food safety practices and techniques.
- Skill in operating warehouse equipment, including forklift, pallet jackets and lift gates.
- Must have knowledge of computers and the ability to effectively use technology in the performance of job duties.
- Demonstrates skill in work management and leadership.
- Demonstrates skill in supervision of ongoing and special inventories.
- Demonstrates ability and desire to provide outstanding customer service.
- Demonstrates ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to add and subtract multiple digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.

Certificates, Licenses and Registrations Required:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Food Handler's Certificate.
- Must be able to obtain and maintain a Certified Food Protection Manager's certificate within one month of employment
- Valid Arizona Driver's License.
- Must not have accrued six (6) points against driver's license within the past three (3) years.
- District safe driving class
- Fork-lift certification training

Education and/or Experience:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training preferred.

Physical Demands:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Frequently required to walk, climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 60 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Environmental Conditions:

- The noise level in the work environment is usually moderate.
- The employee frequently works near moving mechanical parts
- The employee is exposed to extreme temperature conditions.

Comments:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.