

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

WAREHOUSE LEAD

JD 4200.1

Definition

Under general supervision, serves as a lead worker in the daily operation of the nutrition services warehouse; personally performs more responsible duties involved in inventory control, receiving, and/or problem resolution; assists the supervisor in ensuring that work is performed in an accurate, timely and efficient manner; personally performs a variety of duties related to the receipt, storage, inventory control, distribution and delivery of food, equipment, and other supplies in a school district warehouse; and performs other job related duties as assigned.

Responsible to

Director of Child Nutrition

Examples of Duties

1. Trains and leads other warehouse workers as assigned, trains and leads workday for substitute workers.
2. Receives, records, and inspects shipments using appropriate health and safety procedures, checking against invoices for accuracy; acknowledges and updates shipments electronically; reports shortages, damages and other discrepancies to vendor and contacts for resolution when necessary.
3. Organizes, shelves and stores food, equipment, and supplies received in the appropriate section of the warehouse using proper food safety storage guidelines; keeps the storage areas and walk-in refrigerators and freezers clean and organized ensuring compliance with food safety laws, rules, and regulations; reports low stock levels in freezers and warehouse.
4. Uses the first-in first-out (FIFO) inventory system; checks manufacturer code dates; marks food cases/containers with the date of receipt; ensures rotation of stock for optimal food freshness.
5. Using a computerized inventory system, reviews and fills orders according to established procedures; selects and stages food and supply orders for timely delivery to sites.
6. Assists delivery personnel in loading food items and supplies onto delivery trucks, as needed; transfers food for deliveries, picks up food carts and, as necessary, loads and delivers supplies; assists in the loading and unloading of vendor's trucks.
7. Coordinates with site kitchens, nutrition department, and outside vendors to exchange information and resolve complex issues which require considerable research to resolve.

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8. Assists in processing fixed asset items purchased, surplus by, or donated to the District; tags and records District identification numbers on acquired fixed assets, using applicable tools and software.
9. Maintains records related to the receipt, storage and requisition of food, nutrition supplies, and fixed assets using established guidelines; generates computerized lists and reports; verifies input and accuracy of data.
10. Assists in monthly inventory of foodstuff and related supplies; assists in keeping the warehouse clean, organized, and safe.
11. Completes standard vehicle safety and maintenance inspections, and reports vehicle malfunctions to supervisor. Coordinates regular vehicle maintenance with the Transportation Department.
12. Leads and guides custodial duties of CNS facilities to maintain daily and annual cleaning duties including annual deep cleaning and floors of site kitchens.
13. Performs other related duties as assigned.

Qualifications Guide

Knowledge of:

Methods, procedures, and terminology of warehousing, including receipt, storage, automated inventory and records control, distribution, and delivery; health and safety regulations; safe driving and vehicle maintenance principles; proper method of loading and unloading delivery vehicles.

Ability to:

Train and guide work direction to others; receive, process and deliver goods; operate a vehicle safely; operate a computer terminal and applicable software accurately and effectively; operate electronic handheld device; read and compare names and numbers quickly and accurately; understand and follow oral and written instructions; meet schedules and timelines; work cooperatively and effectively with supervisors, administrators, co-workers, students, and the general public; maintain accurate records; perform basic arithmetical calculations; organize tasks, schedules, and delivery routes; maintain a reliable attendance record; operate a step van, lift gate, manual and electric pallet jacks, dollies, calculator and other related equipment.

Training, Education and Experience:

Any combination of training that demonstrates the knowledge and abilities to perform the typical duties. Two years of increasingly responsible warehouse and delivery experience is preferred. A good driving record is required.

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Licenses and/or Certificates

Possession of a valid Class C California driver's license. Must meet District vehicle and liability insurance requirements, as appropriate. May be required to obtain job-related certificates after appointment.

For positions assigned to the Nutrition Services department, a valid ServSafe Food Protection Manager (or equivalent) certificate must be obtained by the completion of the probationary period or the first six months of employment if new to the department.

To be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination and interview process.

Working Conditions

Environment

1. Work includes exposure to potential hazards related to traffic, fumes, and inclement weather.
2. 30% sitting, 40% walking, and 30% standing.
3. Work is usually performed in the District Warehouse or driving to other District locations.

Physical Demands

Sufficient stamina to stand, walk, climb, kneel, reach, twist, crouch, squat, balance, and bend in the performance of warehouse functions on a daily basis; stamina to work in refrigerators and sub-zero freezers for extended periods of time. Needs sufficient physical ability to lift, carry, push, or pull moderately heavy objects up to 50 lbs. without assistance and up to 100 lbs. with assistance; mobility to climb and descend ladders; sufficient finger dexterity to grasp, push, and pull objects (e.g. boxes, hand carts, pallets, ladders, textbooks, mailbags, bags of food items, steering wheel); sufficient stamina to perform moderate to heavy manual labor on a daily basis; sufficient dexterity to work in confined areas; sufficient hearing and speaking to give and receive instructions; and vision sufficient to observe work areas, operate a vehicle and computer terminal, and read fine print; mobility sufficient to drive a vehicle to various District locations.

Job Description Adopted: March 14, 2024