

BUENA PARK SCHOOL DISTRICT

WAREHOUSE CLERK/FOOD SERVICES

DEFINITION:

Under general supervision of the Director of Child Nutrition Services, to independently receive, store and deliver foods, paper goods, and a variety of food service warehouse supplies, materials and equipment; to perform a variety of record and inventory control functions pertaining to the warehouse and distribution operation of food services; and to do other related work as required.

EXAMPLES OF DUTIES:

Receives warehouse goods, materials and supplies and checks them against purchase orders and delivery documentation to ensure correctness of merchandise and proper condition; stores received goods, materials and equipment in specified warehouse areas; fills food services requisitions and orders and completes the necessary clerical functions; pulls, prepares, and delivers food services equipment and goods; loads, unloads, and operates a delivery vehicle; maintains the warehouse in a neat, organized and secure condition; reviews warehouse stock on a continuing basis, inventories food service warehouse monthly, and performs data entry procedures into appropriate systems; Labels and marks food service system; maintains a variety of warehouse related files and records; operates computer and warehouse equipment, such as a forklift, pallet jack and hand truck; loads, delivers and unloads prepared foods to food service units in a timely manner.

QUALIFICATIONS:

Knowledge of:

Methods, procedures and techniques pertaining to the receiving, distribution and control of goods, materials and supplies and equipment; routine record management processes; safe working methods and procedures.

Ability to:

Ability perform essential functions of the job with or without reasonable accommodation; perform routine clerical and moderately heavy manual functions; understand and carry out oral and written directions; establish and maintain cooperative working relationships; drive district delivery van; operate district forklift; climb ladders up to 20'; lift loads up to 75 lbs.; strip, mop and wax floors; empty trash barrels; operate pallet jack; operate computer equipment.

EXPERIENCE:

Two years of experience in a warehouse distribution operation, including the operation of a delivery vehicle.

EDUCATION:

Equivalent to the completion of the twelfth grade.

LICENSE REQUIREMENT:

Possession of a valid California Motor Vehicle Operator's License.

CONDITION OF EMPLOYMENT:

Insurability by the District's liability insurance carrier.

Date: August 10, 1998