

Asst 3 / Warehouse

Purpose Statement

The job of Asst 3 / Warehouse is done for the purpose/s of managing warehouse operations with specific responsibilities for ordering stores; tracking shipments and deliveries; creating and maintaining electronic and written records; pulling and loading orders for delivery; ensuring that specifications, quantity and quality of orders are correct; verifying stock and identifying losses; ensuring safe operation of vehicles; and maintaining an organized layout and safe work environment.

This job reports to Director of Child Nutrition

Essential Functions

Assigns work duties to part-time warehouse helper for the purpose of completing needed warehouse projects and assignments.

Assists in training the CNP managers in proper use of Alio ordering system for the purpose of ensuring the efficient and effective functioning of the work unit.

Assists with food services, including delivery, to specialty sites throughout the District for the purpose of providing food services to students at sites without food preparation capabilities.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Cleans warehouse and all equipment regularly for the purpose of maintaining a safe and sanitary work area.

Compiles data from a variety of sources (e.g. staff attendance, substitute invoices, specialized reports, personnel records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.

Create requisition of food products for payment to vendor including PO number and then receive PO and run inventory process to post to inventory for the purpose of maintaining current, accurate inventory of food products.

Drives District delivery trucks to various District locations for the purpose of delivering supplies and equipment in a timely and efficient manner.

Ensures that power and manual equipment used in performing warehouse duties is functioning properly including actual repair and/or arranging for needed service for the purpose of keeping equipment in good working condition.

Handles physical movement of District surplus items for the purpose of maintaining a safe, clean and well-functioning surplus area.

Loads and unloads supplies and equipment for the purpose of ensuring items are received and delivered in original condition.

Maintains manual and electronic documents, files and records (e.g. loss, expenditures, history of utilization, schedules, web calendars, requisitions, package delivery documentation, staff attendance, graduation information, etc.) for the purpose of documenting activities and providing reliable resource information and up-to-date information, and/or historical reference in accordance with established administrative guidelines and legal requirements.

Maintains required forklift certification as the Train-The-Trainer Program Administrator, and provide ongoing training of backup personnel on FLC Forklift Certification for the purpose of complying with current regulations and ensuring a safe workplace.

Participates in physical inventories for the purpose of verifying stock and identifying losses under the direction of warehouse manager.

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Picks up surplus items and equipment from district locations and disposes of or liquidates by selling at auction or metal recycling, or donation in accordance with District policy for the purpose of eliminating unnecessary, outdated or unwanted items from District property.

Prepares orders for the purpose of ensuring accurate delivery and billing.

Processes report requests as needed (e.g. order status, completed deliveries, current inventory, etc.) for the purpose of disseminating information to requesting parties.

Receives various deliveries (e.g. Fed Ex, UPS, any freight and food deliveries, etc.) for the purpose of ensuring efficient and effective service to all District entities.

Receives stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are correct.

Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.

Responds to inquiries from a variety of internal and external parties (e.g. district staff, schools, government agencies, universities, military branches, general public, students, parents, etc.) for the purpose of providing requested information, facilitating communication among parties and/or providing direction.

Separates packages/deliveries, logs them into the "Receiving log," delivers to the District Office staff and notifies staff outside of District Office of arrival and arranges for delivery or pick up for the purpose of providing timely communication and/or delivery of delivered items.

Transports food items, supplies and/or equipment for the purpose of delivering requested items to designated sites as needed.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse/delivery activities; preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and materials handling procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

FLC Forklift Certification

Certificates and Licenses

ServSafe Certification

Valid Driver's License & Evidence of Insurability

Warehouse Forklift Operator Certification

Continuing Educ. / Training

Regularly as needed to perform changing essential functions of position; Annually to meet 2010 Healthy Hunger-Free Kids Act Professional Standards requirements

Clearances

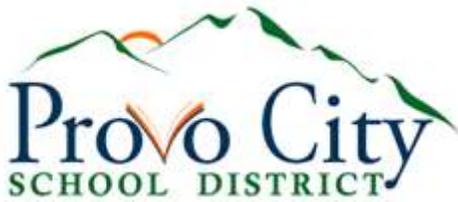
Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date**Salary Grade**

Lane 3



Coord 6 / Nutrition Satellite

Purpose Statement

The job of Coord 6 / Nutrition Satellite is done for the purpose/s of organizing food preparation activities at assigned site; overseeing and assisting cafeteria workers with food preparation and serving; confirming quantities and quality of food items are available for use; providing written reports; complying with mandated health requirements; providing food services to specialty sites; and managing District catering services.

This job is distinguished from similar jobs by the following characteristics: Coordinates and supervises food services for specialty sites and District catering services in addition to managing a school site.

This job reports to Director of Child Nutrition

Essential Functions

Attends work regularly to fulfill duties specific to the assignment for the purpose of for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.

Coordinates District catering services (e.g. lunches, meetings, professional development, etc.) for the purpose of providing food services for a variety of special events throughout the District.

Coordinates food services, including delivery, to specialty sites throughout the District for the purpose of providing food services to students at sites without food preparation capabilities.

Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.

Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff.

Implements menu plans for the purpose of meeting students' mandated daily nutritional requirements.

Inspects food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.

Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements.

Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.

Manages assigned site operations (e.g. supervise personnel, create menus, monitor meal accounts and expenditures, evaluate new products and/or menus, etc.) for the purpose of providing efficient food services at the assigned site in compliance with established nutritional and health requirements.

Monitors food service operations (e.g. kitchen equipment, trays, utensils, staff assignments, etc.) for the purpose of ensuring a safe, clean and sanitary working environment in compliance with standard practices and established nutritional and health standards.

Orders food, equipment and supplies for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines.

Orients new employees to work center and school site processes for the purpose of providing information regarding site operations and activities.

Oversees the preparation, cooking, and serving of food and beverage items for the purpose of meeting projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.

Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Performs marketing of the breakfast and lunch programs (e.g. pictures, age-appropriate and appealing decorating of serving lines and cafeteria, promotion of specialty days and events, merchandizing lines, etc.) for the purpose of ensuring maximum student participation and acceptance.

Prepares a variety of documentation (e.g. meal program records, reconciliation reports, cash summary, time sheets, etc.) for the purpose of providing written support and/or conveying information.

Processes receipts and reconciles transactions for the purpose of completing and documenting transactions and/or preparing bank deposits, including delivery of bank deposits to the district office.

Responds to inquires of students, staff and the public for the purpose of providing information and/or direction regarding available food items and/or food service policies and practices.

Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

Supervises food service workers and other personnel as assigned (e.g. orients, trains, evaluates, disciplines, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements.

Transports food items, supplies and/or equipment for the purpose of delivering requested items to designated sites as needed.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 15% sitting, 35% walking, and 50% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-employment Proficiency Test
ServSafe Certification

Certificates and Licenses

ServSafe Certificate
SNA School Nutrition Association Level 3 Certification
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Regularly as needed to perform changing essential functions of position; Annually to meet 2010 Healthy Hunger-Free Kids Act Professional Standards requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 6