



# Irvine Unified School District

## NUTRITION SERVICE WAREHOUSE DELIVERY PERSON

### DEFINITION

Under general supervision, to receive, store, ship, issue, deliver and inventory food supplies and equipment to designated points in the district; and to perform related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Delivers food and supplies to various points in the district.
- Puts together orders to be delivered from the warehouse.
- Re-stocks shelves and rotates food and supplies at cooking kitchens as needed.
- Daily service to Central Kitchen. Inspects incoming stock for conformity to purchase orders and packing lists and reports shortages, damages and other discrepancies.
- Restocks shelves and rotates supplies in Department warehouse.
- Maintains truck, including washing, checking tires, gasoline, oil and water levels.
- Operates delivery truck and forklift.
- Keeps shelves and other storage spaces in a clean and orderly condition, maintains warehouse area in a clean and safe fashion. Does inventories as directed.

### QUALIFICATION GUIDE

#### Knowledge of:

- Safe and efficient procedures for truck loading and deliveries.
- Safe driving practices. Proper methods of storing materials and supplies.
- The location of various school plants and other district facilities.
- Record keeping procedures associated with the receipt, storage, issuance and delivery of a variety of food, supplies and equipment.

#### Ability to:

- Operate delivery truck and fork lifts safely and economically.
- Maintain specified delivery schedule rush conditions.
- Lift and carry heavy loads in a safe manner.
- Understand and carry out oral and written instructions. Maintain a variety of records. Maintain tactful and cooperative relationship with those contacted in the course of work.

#### Training and Experience:

Equivalent to completion of twelfth grade. Two years of experience in the operation of a motor vehicle, fork lift, warehousing and storage involving receiving, storage and issuing of supplies; including duties of a delivery nature; good driving record; or any combination of training and experience that could likely provide the desired knowledge and abilities.

#### Licenses:

Possession of a valid California Drivers License and the ability to qualify for district insurance coverage.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to extreme cold. The employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

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