

**GRANITE SCHOOL DISTRICT**  
**Classified Employee Job Description**

**Title** \_\_\_\_\_ Head Warehouseman \_\_\_\_\_

**Supervisor's Title** \_\_\_\_\_ Foreman, School Foods \_\_\_\_\_

**Date Prepared** \_\_\_\_\_ 3/99 \_\_\_\_\_ **Date Reviewed** \_\_\_\_\_ **Date Reviewed** \_\_\_\_\_

**Employee/Incumbent Review** \_\_\_ **Immediate Supervisor Review** \_\_\_ **GCEA Review** \_\_\_

**Dept Aprvl** \_\_\_\_\_ **HRM Aprvl** \_\_\_\_\_ **Superintendent Aprvl** \_\_\_\_\_

**Location** \_\_\_\_\_ **Lane** \_\_\_\_\_

**Implementation Date** \_\_\_\_\_ **ADA Review** \_\_\_\_\_

**Job Summary**

The Head Warehouseman supervises and coordinates and assists activities of workers engaged in receiving, transporting, stacking, order filling, shipping, repacking, and relabeling of all returned school foods items.

**Essential Functions**

Oversees the warehouse activities, especially with heavy equipment, to see that they are effectively and safely carried out. Receives, unloads, checks, stocks, fills, and delivers orders for, and rotates all warehouse food and supply items. Keeps Foreman informed of current stock. Maintains warehousing equipment and keeps the warehouse clean on a daily basis (such as: making sure the forklift batteries are charged, seeing that there are no breakdowns in the freezer and cold storage area, etc.). Insures daily forklift and pallet jack inspections for safety, operation and preventive maintenance. Runs routes on occasion for absentees. Performs maintenance and repair projects periodically on warehouse facilities (i.e., paints, panels, insulates, etc.). Supervises warehouse staff in monthly inventory.

**Non-Essential Functions**

Occasional other duties as assigned (within skill level).

**Required Knowledge, Skill and Ability**

The performance of this the job requires the use of kitchen utensils, hand tools, cleaning supplies, telephone, small power tools, power equipment, record files, serving trays, large power tools, truck, cleaning equipment, nonperishable and perishable foods. Must have a knowledge of operation and preventive maintenance of forklifts, pallet jacks, hydraulic stacker, etc. Must have ServeSafe certification and supervise the compliance of others.

**Minimum Entrance Requirements for Training**

High school diploma or equivalent. A current commercial drivers license (CDL) and

ServeSafe certification are required.

### **Minimum Entrance Requirements for Prior Experience**

One year on the job experience with demonstrated competence.

**Note:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

### **Decision Making Authority**

The incumbent has responsibility for materials, equipment, buildings, etc., and is held accountable for his/her performance in this area of responsibility. This position requires ability to motivate those personnel working under the individuals jurisdiction to insure they work productively, cooperatively, and with a sense of satisfaction in their work. Must be able to initiate as well as assess those activities related to his area of responsibility, withstand a degree of pressure, handle emergencies, solve problems and make decisions. Must be able to function adequately with short staff when workers are needed to fill in other areas. The individual must also ensure adequate planning and coordinating of the activities of those personnel assigned so that all deadlines can be met.

### **Interaction with Others (Non-Supervisory)**

Works with central kitchen, repairmen, vendors, and maintenance personnel.

### **Supervision**

Supervises the activities for up to 6 warehousemen under his/her supervision. Accountable to superior(s) for performance, decisions, and judgements made.

### **Working Environment**

Standard commercial kitchen working conditions including very high humidity, frequent temperature change, and unpleasant odors. Temperatures can range from below freezing in the freezers, to quite hot near cooking equipment and dishwashers. The flow of work is variable with pressure to complete work tasks.

### **Physical Demand Characteristics**

Requires frequent handling of items having various size and weights. These items range from 5-150 pounds. Must be able to move objects up to 130 pounds.