

**GRANITE SCHOOL DISTRICT  
Classified Employee Job Description**

**Title** \_\_\_\_\_ Warehouseman, School Foods \_\_\_\_\_

**Supervisor's Title** \_\_\_\_\_ Head Warehouseman, School Foods \_\_\_\_\_

**Date Prepared** \_\_\_\_\_ 4/97 \_\_\_\_\_ **Date Reviewed** \_\_\_\_\_ 3/99 \_\_\_\_\_ **Date Reviewed** \_\_\_\_\_

**Employee/Incumbent Review** \_\_\_ **Immediate Supervisor Review** \_\_\_ **GCEA Review** \_\_\_  
**Dept Aprvl** \_\_\_\_\_ **HRM Aprvl** \_\_\_\_\_ **Superintendent Aprvl** \_\_\_\_\_

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

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

**Job Summary**

Moves bulk food items by hand, fork lift or hydraulic floor jack. Transports food to and from freezer. Makes appropriate inventory adjustments. Continuously rotates inventory to guarantee first in stock is used first. Checks deliveries for quality and quantity.

**Essential Functions**

Receives, unloads, stacks, and rotates warehouse items. Checks delivered goods for quality and quantity using delivery orders. Picks orders using pick list and emergency requisitions. Checks and packs orders. Transports food to and from industrial refrigerator and freezer. Makes appropriate inventory adjustments.

Operates and services forklifts, hand hydraulic and electric pallet jacks in busy pedestrian traffic. Provides basic maintenance and preventive maintenance for equipment and facilities. Makes van deliveries and pickups (order distribution, equipment pick up and delivery, food, warehouse goods and specials for schools). Assists with quarterly inventory of warehouse items. Assists with monthly inventory of USDA warehouse items. Performs general cleanup in the warehouse.

**Non-Essential Functions**

Occasional other duties as assigned (within skill level).

**Required Knowledge, Skill and Ability**

Requires fork lift certification and skill in the use of hydraulic jacks, delivery vans and other warehouse equipment. Needs to have current Food Handler's Permit or ServeSafe training. Must be able to correctly and safely pack, label, load and secure equipment and supplies. Needs skill in reading, writing, speaking, basic math and interpersonal relations.

**Minimum Entrance Requirements for Training**

High school diploma or equivalent. Must have or be able to get ServeSafe certification. Must possess valid Utah Drivers License.

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

Six months prior experience required 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 work experience, some exchanges can be made between training and experience.

### **Decision Making Authority**

Determines quality of shipment through assessing damages, incorrect shipments or quantities. Recommends repair or other services to equipment. Determines and reports safety problems. Must exercise extreme care while operating forklifts in congested areas.

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

Interacts with school lunch personnel, vendors, repairmen and maintenance personnel.

### **Supervisory Responsibility**

N/A

### **Working Conditions**

Standard central kitchen working conditions. Some sacrifice of personal comfort while working in industrial refrigerated rooms and freezers. Some work may be performed in heat, cold and inclement weather. Might handle some potentially hazardous material. May work at heights and operate potentially dangerous equipment. Makes deliveries in all types of weather.

### **Physical Demand Characteristics**

Repetitive, sustained physical effort. Continually working with heavy items. On feet constantly. Can move objects that weigh up to 130 pounds.