

WAREHOUSE/DELIVERY WORKER – FOOD SERVICE

DEFINITION

Under supervision, to receive, inspect and store items for the Central Kitchen to include centralized food receiving and delivery; to load and deliver centrally prepared foods and supplies; and to do related work as required.

EXAMPLES OF DUTIES

Assist in receiving merchandise by matching it against the purchase order, verifying payment, and checking for damage; record and maintain records of all consumable and non-consumable items; store stock in proper warehouse areas; fill orders from requisitions; package and deliver food items; load and unload delivery vehicles; report items that need reordering; maintain the warehouse in a clean and orderly condition; maintain necessary records of receipt and issuance of warehouse items; assist in taking stock inventory; rotate stock by date; mark warehouse items with identifying codes as required; operate various equipment for handling and storing stock, including pallet jack and fork lift.

QUALIFICATIONS

Knowledge of

Central receiving objectives, principles, practices and procedures; routine procedures for receiving and issuing foodstuffs in a warehouse; traffic laws and safe driving practices; methods of packaging foodstuffs; proper methods for storage of consumable and non-consumable items; truck loading; operation of simple office machines.

Ability to

Learn automated inventory and warehousing purchasing systems; maintain work schedule with minimum supervision; assist in training other warehouse personnel in equipment and warehousing techniques; keep accurate records of warehouse transactions; operate a truck skillfully and safely; perform minor servicing of trucks; operate various types of equipment for handling stock; after appropriate training safely use machines, equipment, and tools related to job duties; understand and follow written and oral directions; establish and maintain cooperative working relationships; maintain possession of a valid and appropriate California Driver's License.

Experience

Two years of experience in warehousing and storage work involving the receiving, storing and issuing of supplies which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent lifting and maneuvering of up to 50 to 60 pounds, with occasional lifting and maneuvering of up to 100 pounds with or without assistance. Frequent standing or walking much of the time with twisting, bending, stooping, and squatting also required. May work on irregular surfaces or at heights above the ground.

Licenses

Possession of a valid and appropriate California Driver's License; State Operator's License for Lift Trucks.

Board Approved: June 28, 1978

Revised: June 7, 1990

Revised: February 10, 1998, effective March 1, 1998

Revised: December 10, 2002, effective January 1, 2003

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