Bargaining Unit / Group: ***CSEA 868***
Salary Range: ***128***
Approved: ***January 1, 2016***
Revised:

CAMPBELL UNION SCHOOL DISTRICT

UTILITY WORKER/GENERAL DELIVERY

JOB DESCRIPTION:

Under the direction of the Child Nutrition Supervisor, perform a variety of duties related to the shipping, receiving, storing and issuing of food service equipment and supplies; maintain and prepare related records and reports; drive a vehicle to various locations to deliver goods as assigned; maintain vehicle in proper working order.

RESPONSIBILITIES:

- Perform a variety of duties related to the shipping, receiving, storing and issuing of food service equipment and supplies; prepare and maintain related records and reports; assure food service equipment and supplies are delivered in a timely manner.
- Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; contact vendors regarding shortages, damaged goods or other discrepancies.
- Drive a vehicle to various locations to pick up and deliver food service equipment and supplies, timesheets, receipts, laundry and applications; maintain cleanliness of vehicles; service and run safety checks on assigned vehicle; fuel and check fluid levels.
- Pull food orders from warehouse; load onto trucks; deliver food items to various sites and kitchens; unload crates and boxes; pick up empty crates and return them to the warehouse.
- Shelve and store items received in the appropriate section of the warehouse; place food items in racks, coolers or freezers as required; rotate perishable and nonperishable inventory as needed; assure food shipments are not spoiled or damaged.
- Fill and process requisitions; pull, pack and ship items or supplies to various locations according to established procedures; monitor stock levels; prepare requests for purchase of food supplies and maintain proper inventory levels.
- Receive monies; log monies received; deposit monies in safe according to established guidelines.
- Issue stock in accordance with approved requisitions; communicate with school site and personnel regarding the pickup and delivery of orders; resolve shipping errors between warehouse and individual school sites; respond to emergency service requests.
- Operate a variety of warehouse equipment including forklifts, pallet jacks, and dollies.
- Maintain warehouse in a clean and orderly condition.
- Assist in periodic inventory activities as directed.
- Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Warehouse procedures, requisitions, purchase orders, invoices and delivery slips.
Methods used in receiving, storing, issuing, inventorying.
Proper loading and unloading of trucks.
Operation of equipment and machines used in the receipt, storage and shipping of food service supplies and equipment.
Record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.
Space utilization and inventory techniques.
Health and safety regulations.

Ability to:

Warehouse procedures, including methods of proper and orderly storage of various food, supplies and equipment.
Set up and operate a central warehouse.
Perform physical and clerical duties involved in the rotation and proper handling of food service supplies and equipment.
Operate a light truck, forklift, pallet jack and other warehouse machines and equipment.
Assist in maintaining inventory.
Maintain records of food supplies and equipment.
Understand and follow oral and written instructions.
Prioritize and schedule work.

Education and Experience:

Any combination equivalent to: graduation from high school and some experience in a warehouse delivery environment.

REPORTS TO:

Child Nutrition Supervisor

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current schedule

EVALUATION:

Performance of this job will be evaluated in accordance with the District's policies and procedures and existing contract between Campbell Union School District and the California School Employees Association, Chapter 868.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid Forklift certification.

WORKING CONDITIONS:

Warehouse environment.
Driving a vehicle to conduct work.

Fumes from vehicle and equipment operation.
Cold from coolers and freezers.
Traffic hazards.
Working around and with machinery having moving parts.

PHYSICAL DEMANDS:

While performing the essential functions and responsibilities of this job, the employee is regularly required to stand, walk, sit, and reach with hands and arms and speak and hear effectively. The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
Heavy physical labor. Seeing to read a variety of documents.