



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## LEAD NUTRITION WAREHOUSE DELIVERY DRIVER

### DEFINITION:

Under the direction of an assigned Administrator or Supervisor, organize, coordinate, and performs lead functions in District Nutrition Services and distribution operations; participate in the receipt, inspection, storage, and distribution of various materials, goods, equipment and supplies; provide support to various departments in the transport of supplies and equipment; drives a delivery vehicle; perform other job-related duties as assigned and/or required.

### ESSENTIAL DUTIES:

- Lead, coordinate, and participate in the receiving, inspection and storage of a variety of Nutrition Services, products, materials, kitchen surplus and equipment.
- Drive a delivery vehicle to various delivery and sites; load and unload the delivery vehicle in specified locations; transport money according to established procedures, supplies, and equipment to and from various locations
- Load and deliver various food products including items that are time and temperature sensitive; monitor time for temperature sensitive foods and ensure prompt distribution of food items and supplies.
- Follow-up and resolve various issues including shortages, damages, and shipping discrepancies.
- Review, evaluate, and offer suggestions pertaining to the improvement of warehouse and operational procedures; assists in the planning and organization of warehouse space layout and the allocation of storage space and facility usage.
- Conduct annual inventory reviews in maintaining appropriate warehouse inventory levels; implement and maintain manual and automated warehouse and inventory record management, storage, and retrieval systems.
- Prepare and maintain records and reports.
- May assist in organizing and conducting warehouse and delivery personnel orientation and in-service training programs.
- Assist in tagging, processing and transporting fixed asset equipment.
- Operate a variety of warehouse storage and distribution equipment, including forklifts, pallet jacks, (manual & electric) rolling carts and hand trucks.
- Assist in the scheduling and routing of all incoming and outgoing deliveries.
- Communicate with personnel and outside agencies as needed to exchange information, coordinate activities and resolve issues or concerns.
- Assist in the monitoring and inspecting of the Nutrition Services storage facility to ensure adherence to safety regulations, policies and procedures; maintain stock, warehouse, and vehicles in a safe, clean and orderly condition.
- Perform other job-related duties as assigned and/or as required.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- Methods and procedures pertaining to receiving, processing, storing and distribution of a variety of supplies, materials and equipment.
- Traffic laws, defensive driving techniques and rules of the road.
- Proper loading and unloading of trucks.
- Operation of a truck, forklift, pallet jack, dolly, hand truck and other warehouse equipment.
- Sanitation and safety practices related to handling and transporting food.
- Methods and procedures pertaining to storage and rotation of perishable foods.
- Principles of training and providing work direction.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Inventory practices and procedures.
- Recordkeeping techniques.
- Proper lifting techniques.
- Health and safety regulations.
- Mathematical calculations

### ABILITY TO:

- Plan, organize, and implement effective and efficient warehouse and distribution operational procedures.
- Implement and maintain an accurate and effective data management, storage, and retrieval system.
- Participate in the control of warehouse equipment, materials and supplies.
- Train and provide work direction and guidance to assigned staff.
- Load and unload shipments of food items and supplies.
- Ensure proper temperature of food items.
- Operate a truck, forklift, pallet jack, hand truck and other warehouse equipment.
- Observe legal and defensive driving practices.
- Communicate effectively, both orally and in writing.
- Develop project timelines and meet deadlines.
- Establish and maintain cooperative working relationships.
- Make mathematical calculations with speed and accuracy.
- Maintain various records.
- Observe health and safety regulations.

## **EDUCATION AND EXPERIENCE:**

### EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

### EXPERIENCE:

Three years of experience, preferably in warehousing, distribution, and stock control, including two years of experience driving a mid-size delivery vehicle. Recent job-related experience within the last five years is required.

## **LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier may be required.
- Valid Forklift Certification.

Finalists scheduled for an interview must provide a current DMV printout (not more than 30 days old) prior to the interview.

## **PREFERRED QUALIFICATIONS:**

Supplemental course work or training in warehousing, distribution, and stock control is preferred, but not required.

## **WORKING CONDITIONS:**

### ENVIRONMENT:

Indoor and outdoor work environment. Driving a vehicle to conduct work. Works in subzero temperature and extreme heat

### PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 50 to 75 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will walk or stand for extended periods of time, may involve ascending and descending ladders, stairs, and ramps.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone and other communication devices.
- Must possess the manual dexterity to operate equipment and use hand tools and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### POTENTIAL HAZARDS:

Driving a vehicle during adverse weather conditions. Working around and with machinery having moving parts. Regular exposure to fumes, dust and odors. Exposure to hot, wet, humid, or windy conditions caused by weather may occasionally be experienced. May be required to work for long periods of time in sub-zero temperatures and extreme heat.

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