



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## NUTRITION SERVICES WAREHOUSE WORKER / DELIVERY DRIVER

### DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform tasks related to the District Nutrition Services and distribution operations such as receiving, processing, and storing of various materials, supplies, and equipment; drive a vehicle to various locations to pick up and deliver food items and supplies; perform other job-related duties as assigned and/or required.

### ESSENTIAL DUTIES:

- Participate in a variety of food service distribution functions; wrap, pack, and prepare materials, supplies, and equipment; ensure distribution activities comply with safety and sanitation requirements.
- Drive a delivery vehicle to various delivery and pickup sites, load and unload the delivery vehicle in specified locations; transports money according to established procedures.
- Load and deliver various food product including product that is time-and temperature-sensitive; monitor time for temperature-sensitive foods and ensure prompt distribution of food items and supplies.
- Pick up scheduled materials; transport Nutrition Services Fixed Asset equipment; pick up and deliver surplus and/or transferred equipment.
- Prepare and maintain various warehouse and delivery-related records; receive and process delivery acknowledgment receipts; review delivery vehicle service records and follow up with preventative maintenance and lubrication schedules.
- Operate a variety of warehouse equipment including forklifts, pallet jacks, (manual and electric) rolling carts, and hand trucks.
- Assist in conducting warehouse inventory reviews and in maintaining inventory control procedures.
- Assist in tagging, processing and transporting Fixed Asset equipment
- Maintain stock, vehicles, and warehouse in a safe, clean and orderly condition.
- Communicate with personnel and outside agencies as needed to exchange information, coordinate activities, and resolve issues or concerns.
- 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.
- Storage and rotation of perishable foods.
- 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.
- Vehicle service and maintenance requirements.

**ABILITY TO:**

- Operate a delivery vehicle and participate in a receiving, storage, and distribution operation.
- 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.
- Meet schedules and timelines.
- Establish and maintain cooperative working relationships.
- Add, subtract, multiply, and divide quickly and accurately.
- Maintain various records related to work performed.
- Observe health and safety regulations.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

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

**EXPERIENCE:**

Two years of experience operating a mid-size delivery vehicle and performing warehouse receiving and storage functions. Recent job-related experience within the last five years is required.

**LICENCES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Valid California Motor Vehicle Operator's License.
- Valid Forklift Certification must be obtained within a designated probationary period.
- Insurability by the District's liability insurance carrier may be required.

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

**PREFERRED QUALIFICATIONS:**

N/A

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment. Driving a vehicle to conduct work.

### PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the t 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.
- May be exposed to hot, wet, humid, or windy conditions caused by inclement weather
- May be required to work for long periods of time in sub-zero temperatures and extreme heat.
- Will walk or stand for extended periods of time, may involve ascending and descending ladders, stairs, scaffolding, 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:

Works in subzero temperature and extreme heat. Driving a vehicle during adverse weather conditions. Working around and with machinery having moving parts.

**Revision Date: 2/1/2024**