

Corning Union Elementary School District
Job Description

JOB TITLE: WAREHOUSE WORKER

Salary Range:	19	Department: Custodial/Maintenance
Reports To:	Food Service Supervisor	Approved by: Board of Trustees <u>September 11, 2002</u>

POSITION SUMMARY:

Under general supervision of the Food Service Supervisor, maintains school facilities, kitchen(s) and cafeteria(s), in a clean and orderly condition; and is responsible for the operation of the District warehouse; receives, stores, and issues materials; and performs other duties directly related to this job description.

ESSENTIAL FUNCTIONS:

Organizes the warehouse in a clean, safe condition for the purpose of maintaining an organized layout and safe work environment; schedules, rotates, or places stock received in the proper storage areas, and conducts periodic inventories.

Notes and reports shortages, damages, or other discrepancies of food items and custodial products.

Loads supplies and equipment for distribution to schools and the District Office, making deliveries in a timely manner.

Drives a truck or van to make deliveries.

Picks up cafeteria monies at the school site(s) daily.

Cleans cafeteria(s), warehouse and other related work areas.

Sweeps, vacuums, scrubs, waxes, and polishes floors, using brooms, mops, and power cleaning appliances.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Performs campus security inspections and prepares required reports.

Sets up rooms for meetings, classes, or special events.

Performs other work related duties as assigned.

QUALIFICATIONS/EDUCATION:

Knowledge of school facility cleaning methods, materials, and equipment.

Knowledge of general warehouse procedures, including inventory control; the use of purchase orders, invoices and delivery slips; methods to secure packaging and shipping of goods; logistics of warehousing; warehouse safety procedures; routine maintenance and custodial procedures; and distribution of materials and food.

Ability to adjust to flexible assignments, often with short notice.

Ability to perform manual work involving lifting and heavy physical labor.

Significant physical abilities include, but are not limited to, lifting objects weighing up to 75 pounds, carrying/pushing/pulling, stooping, kneeling, reaching/handling, near/far visual acuity/depth perception.

Ability to work in extremely hot or cold weather conditions, whether indoors or outside.

Ability to stand for prolonged periods.

Ability to operate various power cleaning equipment, such as, but not limited to: vacuum cleaners, floor scrubbers and buffers, and carpet cleaning equipment.

Ability to speak, read, write, and communicate effectively in English.

Ability to work cooperatively with others as well as independently, with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency.

High school diploma or equivalent.

Must possess a valid California driver's license and be able to drive a van and/or truck.