

**KERRVILLE INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CHILD NUTRITION WAREHOUSE DRIVER

Wage/Hour Status: Nonexempt

Revised: 11-27-12

QUALIFICATIONS:

- High school diploma or GED preferred
- Current food handler card
- Ability to read and write
- Ability to perform basic arithmetic operations
- Experience in warehouse, shipping, receiving, and inventory control
- Must have a safe driving record and valid Texas driver's license
- Operate pallet jack and fork lift
- Ability to transport food following strict sanitation regulations
- Good communication skills
- Demonstrate ability to work well with others

REPORTS TO:

- Director of Child Nutrition

JOB GOAL:

- To receive, store and deliver food, non-food, chemicals, dry goods, equipment and all other child nutrition related items from child nutrition warehouse to each campus kitchen regularly and in proper condition as needed for the child nutrition program.

PERFORMANCE RESPONSIBILITIES:

- Receive food products and supplies; stores them orderly and carefully in the child nutrition warehouse.
- Check deliveries to verify correct product and amount.
- Inspect cases and rejects defective ones.
- Determine method of storage, identification, and stock location, while considering temperature, humidity, height and weight limits, turnover, floor loading capacities, required space and rotation of stock.
- Conduct periodic physical inventories.
- Drive district vehicle to deliver commodities, supplies, equipment, frozen and refrigerated foods to each campus child nutrition site.
- Unload food, supplies and equipment and stacks in designated areas (campus storeroom, refrigerator or freezer).

- Keep warehouse neat, clean and free of pests. Keeps freezer, refrigerator and test kitchen area clean and neat.
- Keep time and temperature logs on freezers and refrigerators to meet federal child nutrition regulations.
- Load pre-filled food containers in district vehicle from prep site and transports to satellite campus and unloads food containers.
- Do minor repairs and performs some routine maintenance at each campus child nutrition site.
- Serve as a shuttle between child nutrition warehouse and campus child nutrition sites as needed.
- Pick up completed day end locked bank bags from sites and deliver to bank for deposit. Pick up empty bank bags from bank the following day for redistribution.
- Remove obsolete/unused campus child nutrition items and return to warehouse to track for auction.
- Work in harmony with supervisory and peer personnel.
- Displays tolerance necessary for accepting supervision and corrective criticism of duty performance.
- Use professional information discreetly and judiciously
- Represent the school system to the community in a positive, professional way.
- Maintains a sincere, friendly attitude toward parents and students to insure positive communication.
- Support administrative and Board policy.
- Performs all other duties as assigned by Superintendent or Director of Child Nutrition
- Conduct oneself in a professional manner in accordance with district expectations and the Texas Education Agency Code of Ethics.

Mental Demands / Physical Demands / Environmental Factors:

Frequent standing, walking, pushing and pulling; heavy lifting and carrying; frequent stooping, climbing (ladder), bending, and kneeling. Frequent exposure to hot and cold temperatures. In good health and ability to lift 40 lbs. Work outside and inside, on slippery or uneven walking surfaces and ladders. Frequent district-wide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

TERMS OF EMPLOYMENT:

Work year established by the Board; salary according to current schedule.

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EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the District Policy Manual.