

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Warehouse Associate/Delivery Driver
189-day (3.5)

Department: Child Nutrition

Grade G
H.P.D. 3.5
D.P.Y. 189

Job Description

Date Reviewed: August 2021

Reports To: Child Nutrition Financial
and Warehouse Supervisor

Purpose of Job

The purpose of this job is to perform as a Warehouse Associate/Delivery Driver in the Clarksville-Montgomery County School System to contribute to the efficient operation of the Child Nutrition Warehouse and school cafeterias for the ultimate health, comfort, and benefit of all students. Duties and responsibilities include but are not limited to working in areas with temperature and humidity variations based on local weather conditions and varying internal storage environments (i.e. dry, cooler, and freezers), maintaining accurate and correct records/inventory counts of all products, the safe operation and general maintenance of multiple utility vehicles including refrigerated delivery trucks/forklifts/pallet jacks, receiving/tracking/organizing large shipments of products into the warehouse, utilizing appropriate computer software for receivables/deliveries, staging multiple complex orders for delivery, strategic logistical planning of perishable supply deliveries from a central location to 38 district-wide school cafeterias, and maintaining large central warehouse freezers/cooler.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Responsible for properly and accurately receiving, storing, handling, and delivering perishable/non-perishable products in and out of the warehouse and all cafeteria sites.

Required to review the commodity planner provided by the Financial and Warehouse Supervisor to ensure deliveries are correct before receiving product into the warehouse.

Must properly allocate storage space for warehouse needs around the commodity planner and scheduled commodity deliveries.

Properly store and rotate stock in accordance with all Federal, State, and Local guidelines for HACCP and as outlined by the Financial and Warehouse Supervisor.

Maintains records of products entering and leaving the warehouse utilizing the appropriate computer software.

Selects the correct products from a pick ticket and palletizes customer orders for the most strategic logistical delivery to ensure an efficient process from initial receipt to final delivery.

Ensures that the delivery tickets and products delivered to the cafeteria sites match by appropriate product number and quantity listed. If products or quantities do not match then it is noted correctly on the delivery ticket and accounted for appropriately in the computer inventory system.

Maintains accurate and correct records/inventory counts of all products entering and leaving the warehouse, throughout all stages of the process, to include deliveries to and from the cafeterias, utilizing the appropriate checks and balances/inventory methods and computer software for inventory tracking.

Reports any stock, delivery, and/or inventory discrepancies/concerns throughout the entire process immediately to the Financial and Warehouse Supervisor.

Reports any product damage or spoilage throughout the entire process immediately to the Financial and Warehouse Supervisor and ensures products are discarded appropriately following all proper procedures, protocols and inventory practices to maintain accurate counts.

Follows proper FIFO (First In First Out) rotation/delivery of all stock to ensure the products are moved through the system and utilized within their shelf life or "Use By" dates.

Tracks the "Use By" dates on all products and reports/communicates these regularly to the appropriate individuals within the Child Nutrition Department and highlights any products that either have a large inventory or have less than 3 months shelf life left on the product.

Analyzes temperature charts to ensure proper operation of freezers and refrigerators daily.

Ensures proper temperature controls and procedures are followed throughout the process of all delivery and handling of products.

Ensures items are delivered to the proper locations within the cafeteria according to the instructions given by the Financial and Warehouse Supervisor.

Assists schools as needed with distribution of supplies and foodstuffs for transportation between schools and for warehouse storage.

Assists schools as needed for functions within the school cafeterias.

Returns vehicle to motor pool; pulls preventative maintenance on vehicle, ensuring all needed repairs are done; maintains a clean vehicle.

Operates an electric pallet jack or forklift to transport product for loading/unloading.

Works as a delivery driver between schools and other community facilities participating in the summer program, delivering food and non-food goods as necessary.

Reports any accidents or unsafe conditions immediately following proper procedures.

Maintains personal appearance and hygiene according to policy.

Attends all required meetings and trainings as assigned.

Additional Job Functions

Performs other duties as required; to include but not limited to being a backup in various job functions in the school cafeterias, performing industrial/deep-cleaning/preventative maintenance in the warehouse and onsite in the cafeterias, performing all functions related to distribution/reutilization of supplies/equipment for use in the cafeterias or surplus auctioning. Responsible for moving products/supplies/equipment, as needed (to include after normal hours and weekends), to ensure all departmental warehouse and cafeteria needs are met, equipment maintains proper working order, products maintain proper temperatures, and all items are damage free.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma (or equivalent) required, with six months to one year of light equipment operation and food service experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Warehouse Associate/Delivery Drivers must have a valid Tennessee driver's license and ability to obtain and maintain a CDL class B with air brake endorsement.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a motor vehicle and a variety of loading/unloading equipment such as dollies, ramps, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds of force frequently. Physical demand requirements are at levels of those for very heavy work. Must be able to lift and/or carry weight of fifty to one hundred pounds. Must be able to work in areas with temperature and humidity variations based on local weather conditions and varying internal storage environments (i.e. dry, cooler, and freezers).

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Warehouse Associate/Delivery Driver. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Warehouse Associate/Delivery Driver.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; compute discount, interest, profit and loss, ratio and proportion; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the position of Warehouse Associate/Delivery Driver.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing -perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System, Food Service, and light equipment operations practices as they pertain to the performance of duties relating to the job of Warehouse Associate/Delivery Driver. Has general knowledge of food service and light equipment operations as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties or the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is able to read, understand and interpret production sheet and related materials.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date