



**Job Title:** Food Service Driver Stocker

**Exemption Status/Test:** Non-Exempt

**Reports to:** Warehouse Supervisor

**Date Revised:** November, 2015

**Dept. /School:** Student Nutrition Services

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**Primary Purpose:**

Pull food and supply orders from the SNS warehouse and deliver them courteously and accurately to each of the Garland ISD school kitchens.

**Qualifications:**

**Education/Certification**

High School Diploma or GED  
Clear and valid Texas driver's license  
Must possess/obtain a valid CDL License  
Current Food Handlers Certification

**Experience:**

One (1) year of warehouse experience

**Special Knowledge/Skills:**

Ability to read and interpret documents such as safety rules; operating, maintenance and procedure manuals  
Ability to meet time sensitive deadlines  
Ability to perform basic math functions  
Effective organizational, communication and interpersonal skills  
Possess a safe driving record  
Physically able to perform job functions

**Major Responsibilities and Duties:**

**Receiving and Delivery**

1. Provide customer service to each school cafeteria by accurately pulling the requested items from the warehouse pick slips.
2. Display professionalism in dealing with managers, staff, teachers, students and or parents that may be present.
3. Approach problem solving tactfully with directness and integrity.
4. Exert a positive influence and work in harmony with associates.
5. Display self-control and tact.
6. Is punctual and displays acceptable attendance.
7. Maintain professional appearance.

## **Inventory**

8. Pull product stock carefully from pick slips to ensure that orders are complete and inventory is maintained accurately.
9. Accurately perform daily cycle counts as well as yearly inventories.

## **Safety**

10. Insure that all product is safe guarded against biohazards during loading, transport and unloading
11. Follow established safety procedures and techniques while performing job duties, including lifting and climbing. Operate tools, equipment and machinery according to prescribed safety procedures.
12. Operate all safety and fire prevention equipment within the warehouse as prescribed by local code and/or school policy.
13. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

## **Other**

14. Maintain storage areas, loading and unloading docks.
15. Perform routine maintenance and cleaning of lift equipment and delivery trucks.
16. Secure warehouse locations by locking doors and coolers. Communicate with security regarding irregular access to the facility.

## **Supervisory Responsibilities:**

May assist in training new staff if applicable.

## **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; forklift or hydraulic lifting equipment; hand truck, dolly and pallet jack; small hand tools; light truck or van

**Posture:** Frequent standing, kneeling/squatting; bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, climbing ladders and scaffolding; grasping/squeezing, wrist flexion/extension and overhead reaching; frequent driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, and vibration; work around moving objects or vehicles; may work alone; occasional prolonged and irregular hours

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.