



Job Title: Warehouse Delivery Expeditior

Exemption Status/Test: Non-Exempt

Reports to: Warehouse Supervisor

Date Revised: November, 2015

Dept. /School: Student Nutrition Services

Primary Purpose:

Deliver Hot Shots and make school transfers. 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:

Must be a self-starter and able to work independently
Ability to read maps and navigate throughout all district locations
Ability to work under pressure and 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, student 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 products are 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

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.