Job Title: Warehouse Receiving Validator  
Exemption Status/Test: Non-Exempt

Reports to: Warehouse Supervisor  
Date Revised: November, 2015

Dept. /School: Student Nutrition Services

Primary Purpose:
Coordinate with the SNS purchasing supervisor to schedule all incoming food and supply items. Inspect and receive on all incoming purchases and purchase orders.

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:**
  Two (2) years of warehouse experience

  **Special Knowledge/Skills:**
  Demonstrated understanding of school food service operation
  Demonstrated proficiency in Microsoft Word and Excel spreadsheets
  Demonstrated warehouse organization skills
  Demonstrated clerical skills
  Demonstrated understanding of food safety guidelines
  Ability to operate various types of office equipment
  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. Coordinate delivery schedules with purchasing supervisor and delivery drivers.
  2. Inspect all incoming shipments; match trip tickets and invoices with district purchase orders.
  3. Maintain receiving logs for all products.
  4. Notify appropriate staff of shortages and or back orders.
  5. Transfer overstock to remote freezer warehouse. Maintain accurate inventory counts of all remotely held products.
6. Provide customer service to each school cafeteria by accurately pulling the requested items from the warehouse pick slips.

7. Display professionalism in dealing with managers, staff, teachers, students and or parents that may be present.

8. Approach problem solving tactfully with directness and integrity.

9. Exert a positive influence and work in harmony with associates.

10. Displays self-control and tact.

11. Is punctual and displays acceptable attendance.

12. Maintain professional appearance.

**Inventory**

13. Pull product stock carefully from pick slips to ensure that orders are complete and inventory is maintained accurately.

14. Accurately perform daily cycle counts as well as yearly inventories.

**Safety**

15. Insure that all products are safe guarded against biohazards during loading, transport and unloading.

16. Follow established safety procedures and techniques while performing job duties, including lifting and climbing. Operate tools, equipment and machinery according to prescribed safety procedures.

17. Operate all safety and fire prevention equipment within the warehouse as prescribed by local code and/or school policy.

18. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

**Other**

19. Maintain storage areas, loading and unloading docks.

20. Perform routine maintenance and cleaning of lift equipment and delivery trucks.

21. Secure warehouse locations by locking doors and coolers. Communicate with security regarding irregular access to the facility.

22. Perform any other duties as assigned.

**Supervisory Responsibilities:**

May assist in training new staff if applicable. Cover for warehouse supervisor in their absence.

**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.