

# GULFPORT SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b> Child Nutrition Warehouse Specialist
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### **QUALIFICATIONS:**

1. College preferred, high school required.
2. Knowledge of proper English usage, grammar, spelling and punctuation.
3. Pleasing personality, level temperament and enjoy meeting and working with people.
4. Ability to understand and follow oral and written directions.
5. Must have a valid driver's license.
6. Must be able to lift over 50lbs.
7. Ability to read, write and perform basic mathematical calculations.
8. Strong organization and time management skills required.

**SUPERVISES:** N/A

**REPORTS TO:** Child Nutrition Field Supervisor

### **JOB GOAL:**

Effective warehouse operations can increase operational efficiency and reduce costs. The primary goal of warehouse operations is the efficient utilization of space, labor and equipment while meeting customers' expectations.

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

1. Ensures the safety and precision in the delivery and inventory of all Food Service supplies and equipment.
2. Unloading items from trucks, while picking, packing, preparing orders for shipment and stock shelves.
3. Safely drive delivery truck and van to deliver food product to food serving sites, Ability to lift over 50 lbs.
4. Thorough knowledge of warehousing policies and practices.

5. Ability to comprehend verbal and written instructions.
6. Oversee deliveries of food items to ensure quality and quantity of the shipments are accurate.
7. Maintain a clean, well-organized warehouse and property and adhere to all warehousing guidelines related to proper storage of USDA foods.
8. Must possess computer skills. Keep temperature logs of Freezers in the warehouse.
9. Fill in at various schools to help as needed.
10. Travel to various sites to analyze equipment and report back as needed to put in tickets for maintenance etc.