

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
 Nutrition Services Warehouse 3

IMMEDIATE SUPERVISOR Nutrition Services Coordinator

GENERAL DUTIES

Direct and coordinate the operations and activities of the Nutrition Services Central Receiving Warehouse. This position is responsible for the provisioning of foods for regular school breakfast and lunch programs, summer programs, after-school programs, and vending machines. Extensive use of perpetual warehouse systems, including mainframe and PC-based inventory applications, on-line purchasing procedures, and on-line commodity ordering for the Child Nutrition Program.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent
- B. Five years of related warehouse experience
- C. Must hold a valid Oregon Driver's License, CDL, and ability to drive a 30,000 GVW as needed
- D. Knowledge of safe driving practices and traffic laws
- E. Ability to operate a forklift
- F. Knowledge of warehouse stores, re-routing, and inventory control
- G. Computer skills in basic office suites, warehouse systems, and network/pc based applications
- H. Good communication skills
- I. Ability to follow written and oral instructions
- J. Ability to work independently
- K. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- L. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Maintain Nutrition Services Central Warehouse inventory by continually monitoring consumption, items ordered by cafeteria managers, back orders, and quantity carried in stock
- B. Provide an adequate supply of small kitchen wares to cafeterias and maintain appropriate inventory control
- C. Accomplish the daily on-line input of items received, matching shipping lists to orders placed, and recording items that are pulled to fill orders
- D. Notify Nutrition Services of discrepancies in orders received
- E. Provide periodic inventory reports for cafeterias and Nutrition Services Department
- F. Assist in developing product specifications for bidding purposes and budget estimates
- G. Review monthly commodity projections and order on-line from the Oregon Department of Education Child Nutrition Program (ODE/CNP) for monthly commodity deliveries
- H. Coordinate daily shipments of commodity and purchased stock to schools
- I. Train, direct and coordinate the work of Nutrition Services couriers

- J. Evaluate problems, perform minor repairs and schedule routine maintenance and repairs on Nutrition Services vehicles
- K. Ability to work in a professional harmonious manner with a variety of staff and vendors
- L. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- O – Occasionally (.5 – 2.5 hrs per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)
- NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling				X	
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)				X	
Climbing (ladder)				X	
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control				X	
*Pushing/Pulling Maximum weight: 50 lbs.			X		
*Lifting/Carrying Maximum weight: 100 lbs.				X	

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Maintenance and Trades Pay Schedule

Pay Grade: E

Last Revised: June 2007