

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: CHILD NUTRITION STOREKEEPER**

BASIC FUNCTION: Under the direction of an administrator; receive, inventory, store, and issue all foodstuffs and supplies used by Child Nutrition Services.

ESSENTIAL DUTIES:

- Organizes and performs work related to the operation of a central receiving warehouse.
- Verifies receipts and shipments.
- Maintains accurate logs and records.
- Establishes and implements a system of receipt and verification of shipments
- Checks for completeness and conformity to the order and ascertains if the items received meet district standards.
- Signs receiving documents, logs entries in and out, and stores information. on the computer
- Receives and assembles orders from Child Nutrition supervisors and school sites.
- Rotates food and supplies in warehouse and freezer/refrigerator based on sound storage principles.
- Coordinates with supervisors the cleaning of all related storage areas.
- Conducts monthly inventory of all food and supplies and provides required reports.

OTHER DUTIES:

Other related duties as assigned.

KNOWLEDGE/ABILITIES:

Modern warehousing procedures including receiving, inspecting, handling, storage of food and supplies.

General warehousing methods and procedures.

Sanitation standards relative to the delivery of foodstuffs.

Physical inventory procedures.

Maintain effective and safe warehouse procedures.

Proper methods of loading and unloading transport vehicles for delivery of foodstuffs and supplies.

Storekeeping and warehouse procedures.

Applicable safe work practices.

Proper refrigeration and freezer storages.

Inventory procedures, systems, and controls.

Perform clerical and mathematical work accurately.

Operate mechanized and manual warehousing equipment including a forklift.

Establish and maintain cooperative working relationships.

Organize work to assure timely completion of scheduled work.

Maintain accurate records of warehouse transactions.

Wrap and pack articles for shipping and storage.

Interpersonal skills including tact, patience and courtesy.

Understand and follow oral and written directions.

Proper lifting techniques.

Operation of a variety of office equipment, a computer and software.

Drive a light duty truck safely.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and two (2) years of experience in receiving, storing or issuing stock, preferably in the food industry.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C Driver's license. TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a variety of warehouse equipment.

Hear and speak to exchange information.

See to read a variety of materials.

Sit, stand or walk for extended periods of time.

Lift, carry, push and pull objects weighting up to 50 pounds and over 51 pounds with assistance.

Reach overhead, above the shoulders and horizontally.

Bend at the waist, kneel and crouch.

Climb ladders to access supplies.

Regular exposure to fumes, dust and odors.

Work at heights.