



EMPLOYEE NAME: _____

Revised: 1/86; 2/87; 4/88; 4/89; 3/93; 11/94; 5/95; 8/95; 1/98; 8/98;
05/04; 09/04; 08/08; 07/10; 10/12, 6/16, 6/18

JOB DESCRIPTION

POSITION TITLE: Warehouseman, FNS	JOB CODE: 468B
DIVISION: Business Services	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Food and Nutrition Services	WORK DAYS: 258
REPORTS TO: Associate Director Field Support, Food and Nutrition Services	PAY GRADE: Rank H (NW08)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Perform general warehouse duties required for the operations of the Food & Nutrition Services (FNS) Warehouse.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Posses and maintains valid Georgia Commercial Driver's License
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities, ability to lift boxes, equipment and supplies weighing a maximum of 80 pounds; ability to climb in and out of box trucks numerous times a day. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to extreme cold and/or heat.
5.	Knowledge, Skills, & Abilities: Written and oral communication; sufficient computer skills to operate installed software

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Checks deliveries for compliance with food safety and sanitation standards according to HACCP guidelines.
3.	Performs in-house FNS Warehouse functions as required for shipping, receiving, and storage of supplies and materials.
4.	Receives, inventories, distributes, and ships stock and non-stock items.
5.	Assists in loading and unloading of delivery vehicles.
6.	Operates forklift and other warehouse equipment in moving of products for shipping, receiving, and storage.
7.	Assigns duties of deliverymen, in absence of supervisor, as necessary in the planning of day-to-day FNS Warehouse activities.
8.	Checks and provides proper care for supplies and equipment.
9.	Performs regular periodic checks of perpetual inventory stock levels as required.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____