

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Warehouseperson/Expeditor	
<i>Supervisor:</i> Nutrition Services Director	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 or 12 months	<i>Grade:</i> 6

Job Summary

This position performs a variety of duties associated with the receipt, storage, issuance, and delivery of nutrition services goods. Responsibilities include the operation of the nutrition services central receiving point; districtwide distribution of items such as nutrition services meals, supplies, materials and correspondence; and maintenance of warehouse equipment and vehicles.

Essential Job Functions

Unloads delivery trailers and vehicles quickly, efficiently, and safely, using correct material handling equipment and techniques.

Clears bill of lading, manifest, or other shipping document, ensuring the correct quantity and condition of supplies have been received.

Using accurate, rapid mathematics computations and correct material inspection techniques, takes appropriate action in the event there are discrepancies between the supplies actually received and the shipping document.

Inspects supplies received against the appropriate purchase order and processes the receipt on-line; prepares receiving reports and school delivery reports; packs shipments for delivery to the appropriate schools.

Stores stock in the correct warehouse location, assigning appropriate locations to new stock items to maximize available warehouse space, item compatibility, other safety requirements, and forecasted activity of the item.

Selects stock for issue in accordance with warehouse picking slips, packing stock, and preparing shipment documentation in accordance with nutrition services procedures.

Uses department computer system to research sales orders, stock levels, locations, usage and record/perform inventories.

Ensures cleanliness and orderliness of warehouse area that meets State of Alaska DEC and US Department of Agriculture storage and sanitation standards.

Conducts warehouse physical inventories.

Drives a daily delivery route in accordance with a published itinerary, school lunches, computer peripherals, and other nutrition services supplies.

Responsible for safe operation and driver maintenance of assigned vehicle.

Works cooperatively with central kitchen staff performing preventive maintenance services and making limited repairs on assigned material handling equipment to include replacement of parts and hydraulic cylinder service – bleeding and replacing “O” rings.

Non-Essential Job Functions

May coordinate return of materials to vendors and delivery of orders to school kitchens.

Performs other job-related duties as assigned.

Equipment Used

Delivery vehicles, hydraulic lift gates, fork lifts, hand trucks, pallet jacks, a wide variety of dollies, atlas bars, calculator, personal computer, and general office equipment.

Independent Decisions

Makes routine job related decisions.

Primary Working Contacts

Department staff: Works cooperatively with nutrition services staff, building administration and warehouse staff in a problem solving capacity. Occasional contact with teachers and administrators. Regular contact with delivery persons and vendors.

Responsibility for Cash, Equipment, Safety

Ensures trucks and equipment are properly maintained and operated in a safe manner. Ensures inventory is handled, stored, and shipped in an appropriate manner.

Supervision Received and Exercised

Occasionally may assume lead position in crew assigned task; receives instructions orally and in writing from the Warehouseperson II and nutrition services administration and office staff.

Unusual Working Conditions

Hazardous driving under arctic conditions. Required to move, load, and unload extremely heavy items that may present a significant hazard to the employee if improperly handled. Required to operate equipment inherently dangerous (hydraulic lift gates, fork lifts, atlas bar).

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires visual acuity to operate equipment and read technical and safety information. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 60 lbs. at least waist high. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. One (1) year of warehouse experience.
3. Experience in the safe operation and maintenance of vehicles and equipment associated with warehouse tasks.
4. Demonstrate strong interpersonal skills to work successfully as a team member with a wide variety of personnel.
5. Must have the ability to work independently under high volume workload, and completing work amidst numerous interruptions.
6. Requires high degree of knowledge of shipping and receiving procedures, storage operations, distribution, and inventory control.
7. Must have thorough knowledge of Windows Operating Systems and programs to perform job duties.
8. Demonstrate ability to accurately perform high school level mathematics.
9. Requires a valid Alaska driver's license and good driving record.

The following are preferred:

1. None

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.