

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Job Title:</b>	Warehouse & Delivery Specialist	<b>Wage/Hour Status:</b>	Nonexempt 8hr
<b>Reports to:</b>	Food & Nutrition Asst. Director	<b>Pay Grade:</b>	1 (197 Days)
<b>Dept./School:</b>	Food & Nutrition Services	<b>Date Revised:</b>	08/28/2020

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**Primary Purpose:**

Assist with the operation of a centralized warehouse including inventory control and property accounting operations. Assist with the receipt, storage, and distribution of all food service items. Work involves handling a difficult stock control involving high volume turnover of inventory, develop and manage an audit control system. Load and unload necessary product at individual schools in a safe and timely manner.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

Food handler's permit required

Maintain a valid Texas Class C Drivers license

Maintain valid Texas vehicle insurance and must be insurable by the district

**Special Knowledge/Skills:**

Knowledge of methods, materials, equipment and appliances used in food preparation

Knowledge of basic inventory, delivery and safety procedures

Ability to perform basic arithmetic operations

Effective planning and organizational skills

**Experience:**

None

**Major Responsibilities and Duties:**

**Cafeteria and Warehouse Management**

1. Perform various activities related to stock control and merchandising in a warehouse.
2. Receive, store and maintain perpetual inventory for food and non-food items using par-level quantities.
3. Process, maintain and ensure accurate receipt and delivery of items ordered from satellite schools.
4. Obtain and prepare copies of all packing slips and/or invoices for merchandise or service received.
5. Maintain delivery schedule, all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.

## **GPISD Job Description**

### **Warehouse & Delivery Specialist**

6. Ability to communicate with office personnel, co-workers, vendor truck drivers, cafeteria employees and contract warehouse personnel.
7. Help promote efficiency, morale and teamwork.
8. Ensure that food is stored and maintained safely using district HACCP (Hazard Analysis Critical Control Point) plan according to policies, procedures and department requirements while utilizing departmental technology.
9. Maintain and submit accurate information for payroll reporting (time clock, tardiness and absenteeism).

### **Safety**

10. Ensure that food items are stored in safe and hazard-free environment.
11. Establish and enforce HACCP procedures, standards of cleanliness, health, and safety following health and safety codes and regulations.
12. Maintain safe work environment.

### **Inventory and Equipment**

13. Assist in ensuring that appropriate quantities of food and supplies are available through daily orders.
14. Maintain accurate reports of daily, weekly, and monthly inventory, mileage and fuel records.
15. Assist in maintaining logs on all equipment maintenance required within campus food service department.
16. Perform preventive maintenance and report needed equipment repairs.
17. Recommend replacement of existing equipment to meet department needs.

### **Other**

18. Attend professional growth activities to keep abreast of innovative techniques for food service operations.
19. Participate in staff development activities.
20. Demonstrate punctuality and regular attendance.
21. Ensure that dress and grooming is clean, neat, in a manner appropriate for the assignment and in accordance with any additional standards established by the supervisor and approved by the Superintendent.
22. Follow district safety protocols and emergency procedures.
23. Has regular in person attendance and complies with notification procedures for absences.
24. Perform other duties as assigned.

GPISD Job Description  
Warehouse & Delivery Specialist  
**Supervisory Responsibilities:**

None

**Equipment Used:**

Delivery truck with lift gate, Computer and peripheral equipment, calculator, large and small kitchen equipment to include electric slicer, mixer, pressure steamer, sharp cutting tools, ovens, dishwashers and food and utility carts

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors :**

Maintain emotional control under stress; Frequent standing, walking, pushing, and pulling; moderate to heavy lifting and carrying up to 50 pounds, stooping, bending and kneeling; limited exposure to extreme hot and cold temperatures.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature

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Date