



Gaston County Schools

School Nutrition Warehouseman

Definition

An employee in this class is responsible for general duties accepting deliveries, stocking incoming products in their proper storage area, loading and unloading trucks, pulling orders for future deliveries, and general cleanliness of all common warehouses, storage, and loading dock areas.

Duties and Responsibilities

- Must maintain all products in accordance with the first-in-first-out inventory method.
- Warehouse personnel must unload returning trucks from schools and remove cages and dispose of all recyclable material in its proper storage area and return shipping equipment to its proper place.
- Accurately count all incoming shipments and note any deviations on invoice, packing slips, or bill of lading. Sign and date all shipments and report any discrepancies to supervisor.
- Note any expiration dates or “use by” dates to ensure proper rotating of stock.
- Pull emergency orders as needed daily. Get paperwork and product to appropriate areas to ensure timely delivery.
- Clean and store chill packs.
- Rack food items according to thawing schedules provided.
- Maintain order and cleanliness in refrigeration/freezer areas, loading docks, and storage areas.
- Pull frozen items for next day deliveries.
- Alert supervisor/coordinator of shortages for deliveries on a timely basis.
- Log refrigeration temperatures at least twice daily and notifying coordinator of equipment failure.
- Report any equipment problems, warehouse facilities, or employee performance issues to immediate supervisor.
- Assist with summer feeding program as assigned.
- Assist in taking monthly inventory.
- All work should be done in accordance with established safety regulations.
- Maintain established protocol in all areas of sanitation practices.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- High school graduate or equivalent preferred.
- Punctuality and daily attendance are a necessity with the ability to work over schedule time with no notice.
- Must be self-motivated and able to work independently.
- Knowledge and skill in the use of warehouse equipment – pallet jacks, forklifts, etc.
- Ability to read, write, keep records, and perform simple calculations.
- Ability to follow written and oral instructions.
- Ability to develop and maintain effective working relationships with co-workers, school officials and delivery personnel.
- Ability to understand the importance and maintain proper levels of sanitation practices in a food production facility.



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Physical Requirements

- Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently and /or in excess of 20 pounds of force constantly to lift objects.
- Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, talking, hearing and repetitive motions
- Must possess the visual acuity to operate required equipment, use measurement devices, and inspect work for accuracy, thoroughness, and adherence to work standards and instructions

Special Requirements

- Must have a valid driver's license; CDL Class B license is preferred.

This Position Reports Directly to: Distribution Manager

Salary: Grade 56, Step 00 (Entry Level)

Classification: Non-Exempt

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY: Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Complete online application

The following documents must be uploaded to online application:

- Current résumé
- Copies of **official** college transcripts (degree-dated)
- Three completed current Classified Reference Surveys (from non-Gaston County Schools employees and not from family members) in AppliTrack application or three current, dated letters of recommendation (must be less than one year old) or a combination of the two
- Copy of Certifications/Licenses, if applicable
- Cover Letter
- Copy of last employment evaluation



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Qualified inside and outside applicants should mail or email letter of interest and résumé to:

Caren Berrier, Assistant Director
Gaston County Schools School Nutrition
500 Reid Street
Lowell NC 28098
Email: ckberrier@gaston.k12.nc.us