



## LEAD DISTRIBUTION CLERK

Job Code: 565LDC  
Bargaining Unit: 01  
Effective Date: 7/1/2001

### Description of Work

#### General Statement of Duties

Performs skilled manual and clerical work involving the ordering, receiving, warehousing, inventorying, picking and routing of materials, supplies, food items, commodities, and equipment; and performs related duties as assigned.

#### Supervision Received

Works under the general supervision of unit supervisor and/or unit manager.

#### Supervision Exercised

Exercises moderate supervision over distribution clerks, other distribution employees and temporary workers as assigned.

### Typical Duties Performed

The listed examples may not include all duties performed by all positions in this class.

May assign, review and evaluate the work of subordinate distribution personnel.

Receives, warehouses, picks and delivers a wide variety of food supplies and/or other items.

Inspects food items, supplies and other materials to ensure compliance with purchase and internal quality standards.

Prioritizes workload as changes occur and opportunities arise and assigns duties accordingly.

Communicates with department and office staff, school supervisors and others as needed to resolve problems, answer questions and deal with all types of situations.

Leads and assists in the conducting of inventories, determining of stock levels and forecasting of inventory needs.

Orders supplies, food items, commodities and other materials as needed or requested to do using established system, policy and procedure.

Matches invoices with items received and verifies orders are correct.

Maintains and updates vendor product information and lead-time ordering and delivery schedules.

Fills orders for all areas: schools, administration, district kitchen, special programs, and/or warehouse.

Coordinates the routing, flow, sorting and delivery of storehouse orders and inter-office mail to district customers.

Arranges vendor pickups and processes returns of defective and or incorrect merchandise to vendors.

## **Lead Distribution Clerk**

### **Typical Duties Performed (continued)**

Supports, as needed, the disposition of food items and commodities to a variety of outsourcers.

Prepares and maintains a variety of records, reports and files to support the storehouse and/or warehouse operation, inventory system, delivery operation and all vehicles and equipment.

Communicates with distribution clerks and drivers on dock regarding route and vehicle issues and concerns; assists with resolving any problems.

### **Knowledge, Skills and Abilities**

Working knowledge of vehicles, equipment, forms, supplies and materials used and needed for the operation.

Working knowledge of all the appropriate policies and procedures relating to ordering, receiving, warehousing, picking and inventory control.

Working knowledge of delivery operations.

Working knowledge of basic routing concepts.

Ability to communicate effectively, both orally and in writing.

Ability to interact effectively with subordinates, peers, superiors, food service workers and outside parties (vendors and delivery drivers).

Working ability to operate a personal computer, telephone and calculator and to do basic functions and/or operations with them.

Ability to perform physical activity in the lifting, loading and moving of various size and weight objects, including items weighing 50 pounds on occasion.

Ability to operate a variety of delivery vehicles and material handling equipment used in the moving, storing and delivery of food items, supplies and materials.

Ability to give clear and understandable written and oral instructions, as well as, follow written and oral instructions received.

### **Minimum Qualifications**

Three years of experience as a Distribution Clerk or equivalent experience which includes at least one year as a delivery driver and two years working in a storehouse, or similar environment. Must have a valid Minnesota Class D Driver's License, or an equivalent out-of-state license, and have no suspensions or revocations in the three-year period prior to appointment. Must be able to demonstrate ability to perform the physical requirements of the position.