



DISTRIBUTION WORKER

**Job Code: 565DW2 (12 Month) &
565DW (10 Month)
Bargaining Unit: AFSCME
Effective Date: 7/5/2007**

Description of Work

General Statement of Duties

Performs clerical and skilled manual work involving the receiving, warehousing, inventorying, picking, routing and delivering of food items, educational materials, supplies, commodities, and equipment to various locations, and performs related work and duties as assigned.

Supervision Received

Works under the moderate supervision of the unit supervisor.

Supervision Exercised

None.

Typical Duties Performed

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

Receives, warehouses, picks and delivers food, equipment, educational materials, supplies and other items.

Drives a straight truck and other light duty vehicles as assigned, and a variety of warehouse material handling equipment as a licensed and certified operator.

Verifies and inspects the receipt of all food, supplies and other materials to ensure compliance with purchase order specifications and internal quality standards.

Picks up supplies and materials from vendors as directed.

Picks up educational materials and donations as directed.

Loads and unloads trucks of food, educational materials, equipment, and supplies into and out of warehouse, storehouse, Nutrition Center and various locations.

Fills orders as assigned for all areas including Nutrition Center, special programs, storehouse and warehouse.

Processes returns of all types of merchandise for all reasons.

Takes physical inventories of food, educational materials, supplies and equipment and maintains stock records.

Communicates with supervisor any changes in daily deliveries that impact service.

Maintains records of deliveries, vehicle mileage, vehicle environmental control conditions and fuel usage as directed.

DISTRIBUTION WORKER

Typical Duties Performed (continued)

Keeps warehouse, storehouse, coolers and freezers neat, clean and orderly. Reports any need for repairs or safety concerns.

Keeps assigned vehicle(s), material handling equipment and product movement carts in a neat, clean and safe working condition. Reports any need for repairs or safety concerns.

Knowledge, Skills and Abilities

Considerable knowledge of departmental policies and procedures.

Considerable knowledge of the appropriate policies and procedures relating to receiving, warehousing, picking, inventory and delivery.

Working knowledge of vehicles, equipment, forms, supplies and materials used and needed for warehouse/distribution operations.

Working knowledge of basic routing concepts.

Considerable ability to operate a variety of delivery vehicles and material handling equipment used in the moving, storing and delivery of food, materials, supplies and equipment in a safe and responsible manner.

Considerable ability to perform physical activity including regularly lifting items weighing 50 pounds without assistance and the loading, handling and moving of various size and weight objects.

Considerable ability to work independently following instructions and departmental policies and procedures.

Considerable ability to follow written and oral communication.

Working ability to communicate and effectively deal with peers, supervisors, school district customers and outside parties (vendors and delivery drivers).

Minimum Qualifications

High school graduation or GED. Must possess a valid Minnesota Class D driver's license or equivalent out of state driver's license with a good driving record, without any serious moving violations, and no revocations or suspensions for the three years prior to the date of examination. Must be able to demonstrate ability to perform the physical requirements of the position. Please note that a candidate's driving record will be reviewed prior to an offer of employment and a safe driving record will be required to maintain employment per department policy and the Minnesota's Class D Driver's License Manual.

Must pass a Nutrition Services/Distribution provided Material Handling Power Equipment course and become a certified operator per OSHA regulations within ninety days of employment.

Must have the physical ability to do all the functions and duties of the position, including regularly lifting objects weighting 50 pounds without assistance and the loading, handling and moving of various size and weight objects.