

**Roswell Independent School District  
Job Description**

**Job Title: SUBSTITUTE WAREHOUSE/DELIVERY WORKER**

**Reports To: WAREHOUSE MANAGER and/or KITCHEN MANAGER**

**Essential Duties and Responsibilities:**

1. Work cooperatively and professionally with colleagues, supervisors, administrators, parents, and vendors.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do successfully complete assigned work.
7. Communicate with supervisor and food services staff.
8. Complete required logs and/or paperwork with accuracy and timeliness.
9. Follow all HACCP guidelines.
10. Attend all required training programs pertaining to food safety.
11. Maintain inventories on food, non-food and equipment.
12. Responsible for Safe, timely delivery/return of hot/cold food carts to/from Satellite schools.
13. Assists Warehouse or Kitchen manager receiving deliveries.
14. Maintains a neat, orderly stock room.
15. Pulls merchandise from shelves, freezers and walk-ins as needed.
16. Maintains equipment in safe, operable condition as needed.
17. Notifies Food Service Director, or Kitchen Manager of needed repairs or equipment replacement.
18. Keeps work area in clean, orderly condition.
19. Takes monthly inventory.
20. Assists with delivery and unloading of all goods.
21. During non-school summer hours will do all maintenance on carts, equipment, trucks as needed and scheduled to include painting as needed, transfer of stock as needed, checking freezers and refrigerators for failure, and all other jobs related tasks as required or assigned.
22. Must show proof of and be able to maintain a Valid New Mexico Driver's license.
23. Must report to Food Service Supervisor immediately of any changes in driver's license status.
24. Report to work on time and ***able to work anywhere from 2 to 7 hours*** as needed.
25. Maintain confidentiality with sensitive matters.
26. Be flexible and able to prioritize tasks and maintain accurate and detailed reports.
27. Possess organizational skills.
28. Be able to make sound decisions.
29. Work independently with very little supervision.
30. May be required to perform other related duties/functions as assigned by your supervisor.

**Qualifications:**

1. High School diploma or GED.
2. **Current Driver's license and Car Insurance (if traveling from site to site).**
3. Basic mathematical, reading and writing skills.
4. Food Service Safety and Health Requirements.
5. Personal and professional task management through the use of technology.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), reaching, climbing, squatting, kneeling, have full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**SUBSTITUTE WAREHOUSE/DELIVERY WORKER (CONT'D)**

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

1. Must know how to properly operate, or be willing to learn to operate, all warehouse equipment as needed.
2. Food and Non-Food Products.
3. Chemicals.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without supervision and efficiently. Will be required to drive from site to site. After hours work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**