

**Killeen Independent School District
Job Description**

Job Title: Cold Storage Worker
Reports To: School Nutrition Office Supervisor and Lead Cold Storage Warehouse Worker
FLSA Status: Non-Exempt, 260 Days

SUMMARY:

Assists in the warehouse operation of receiving, storing, issuing, and delivering of equipment, tools, and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Verifies accuracy of shipments by counting, weighing, or measuring items and comparing size, weight, description, and code numbers with information on invoice or packing slip and purchase orders; records discrepancies or damage.

Marks material with identifying information.

Opens crates and other containers using hand tools to unpack items received and inspects for damage and defects.

Sorts and stores items on rack shelves, or in buns according to predetermined sequence such as size, style, color, or product code.

Arranges stock parts in specified sequence for assembly.

Reads and fills requisitions for stock items; verifies accuracy of order pulled.

Moves inventory to various locations manually and by operating mechanical equipment, including fork lift, pallet jack, and handcart.

Delivers inventory to campuses throughout the district.

Performs location surveys, record, audits, and inventories.

Prepares parcels for mailing. Sorts and bags district mail for distribution.

Detects needed repairs on vehicles and equipment by following established inspection procedures.

Performs other duties as assigned by the School Nutrition Office Supervisor and Lead Cold Storage Warehouse Worker.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibility.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Must possess a high school diploma or hold a General Education Degree (GED). Must have two years warehouse experience. Current valid driver's license required. Must be 18 years of age or older.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

Ability to operate light truck (less than 26,000 lbs), use computer, hand tools, forklift, ladder, scaffolding, pallet jack, and handtruck.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current Food Handlers card obtained from the Bell County Public Health District or ServSafe Sanitation Certificate, or Bell Country Certified Food Manager Course Certificate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; and climb or balance. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds, and must frequently drive a District vehicle. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, ability to adjust focus, and ability to identify and distinguish color.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works outside and inside, climbs ladders, is exposed to dampness, humidity, and slippery or uneven walking surfaces. The noise level in the work environment is usually quiet.

Revised Date: June 6, 2014

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