

Qualifications:

- High School Diploma or equivalent
- Valid North Carolina driver's license

Nature of Work:

Delivers food and supplies to school sites daily. Tasks require physical labor in the loading and unloading of goods received and to be delivered. Work is directed by precedents, and detailed instructions are provide for new and unusual assignments. Simple problems are resolved by the employee with more complex problems referred to Warehouse Manager. Employee must be able to work independently with limited supervision.

Knowledge, Skills, and Abilities:

- Working knowledge of inventory control and warehousing procedures
- Some knowledge of volatile materials storage
- Ability to load and unload materials and supplies
- Skill in simple computations
- Ability to comprehend procedures

Essential Job Functions:

- Receives food deliveries form NCDA.
- Responsible for the receipts and deliveries of commodity foods to schools.
- Picks up, transports and delivers meals from base site schools to the satellite school locations.
- Reports any repairs needed for the truck, freezers or dry storage area to Warehouse Manager.
- Maintains a safe driving record.
- Maintains a clean, safe and orderly truck, freezer and dry storage area.
- Assists in monthly inventory of warehouse or as needed.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: _____ Date: _____