

**Qualifications:**

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

**Nature of Work:**

Coordinate the warehouse inventory and meal delivery to satellite locations. Tasks require some 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 supervisor. Employee works 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
- Ability to manage an inventory system
- 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 and ensures they are carried out.
- Maintains a safe driving record.
- Maintains a clean, safe and orderly truck, freezer and dry storage area.
- Conducts monthly inventory of warehouse or as needed.
- Maintains temperature records.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_