

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Freezer Worker	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Distribution Services	CLASSIFICATION:	Classified
FLSA:	Non-exempt	SALARY GRADE:	033 OSS
ISSUED:	May 10, 2011		

BASIC FUNCTION:

Perform manual and clerical warehousing duties as required to receive, store, and issue frozen and refrigerated food items and other merchandise or materials in a sub-zero work environment.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

***E* = Essential Functions**

Unload and unpack restack frozen, refrigerated and room temperature foods. **E**

Comply with all HAACP food safety regulations. **E**

Store frozen and refrigerated foods in assigned bins. **E**

Fill requisitions by counting, measuring, and packaging items to ensure accurate and timely deliveries to district kitchens. **E**

Load food items, supplies and equipment for distribution to kitchens. **E**

Maintain orderliness of freezer and refrigerator. **E**

Check shelf markers and clean assigned areas. **E**

Take inventories. **E**

Operate gas or electric forklift including specialized narrow aisle hi-reach forklifts, hydraulic pallet lift, and power and hand tools. **E**

May assemble furniture, equipment, and other items.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: A combination of training, experience, and/or education equivalent to one year of recent, full-time, paid, directly related stockroom or warehouse experience. Previous experience working in a cold storage facility or freezer environment is desirable.

LICENSES AND OTHER REQUIREMENTS:

Must successfully pass an approved food service safety certification examination before being hired into this job class or within 60 days after appointment.

NOTE: Positions in this job class receive a hazard pay additive of approximately 5% for exposure to sub-zero freezer temperatures deemed as hazardous. This additive is included in the basic salary grade placement.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard specifications for food service products, supplies and equipment.

Application of proper handling methods and procedures.

Appropriate safety practices.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Apply proper handling methods and procedures.

Perform related clerical duties with speed and accuracy.

Apply appropriate safety practices.

Operate standard office equipment including computers and related software applications. Communicate effectively and maintain cooperative relationships.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor warehouse; outside yard and loading dock; working in a sub-zero (-10 degree) freezer and in 40 degree refrigerators.

PHYSICAL REQUIREMENTS:

Must be able to hand lift cases on a repetitive basis; must be able to lift large quantity of cases per shift with an average of 25 to 35 lbs, and up to 60 lbs. Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting and moving heavy objects.

Job Code 8445

5.10.11

JB