

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Senior Freezer Worker	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Distribution Services	CLASSIFICATION:	Classified
FLSA:	Non-exempt	SALARY GRADE:	037 OSS
ISSUED:	May 10, 2011		

BASIC FUNCTION:

Act as the immediate supervisor of a small operating unit engaged in receiving, storing, and issuing 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

Receive, check, and inspect frozen, refrigerated and room temperature foods. **E**

Ensure compliance with all HAACP food safety compliance regulations **E**

Assign Bin locations for foods within the Freezer and Refrigerator **E**

Note difference between purchase orders, invoices, and items received. **E**

Record adjustments on shipping documents with regard to damages or discrepancies. **E**

Contact other staff members, vendors, and delivery representatives and resolve differences. **E**

Mark items as required for inventory control and maintain appropriate logs and records. **E**

Train and direct the work of assigned employees. **E**

Fill, check, and process orders to ensure timely daily deliveries to district kitchens. **E**

Assist with inventories. **E**

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

Assist with loading and unloading of supplies, furniture, and equipment. **E**

Maintain orderliness of freezer, refrigerator and stock room areas assigned. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: A combination of training, experience, and/or education equivalent to two years of experience in a district job class of Relief Truck Driver, Inventory Clerk, or Stock Clerk, or three years of varied warehousing experience in the military, other public agency, or large private company having diverse classes and types of supplies, materials, and equipment.

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 and for lead-related work 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.
Modern warehousing methods and techniques.
Enforcement of appropriate safety standards.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Organize freezer and refrigerator area operations.
Lead and direct assigned staff.
Perform related clerical duties with accuracy and speed.
Enforce appropriate safety standards.
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 and files.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

Must be able 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., 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 8447

5.10.11

JB