Job Description

Job Title: Child Nutrition Courier
Supervisor: Child Nutrition Warehouse Manager
Position Code: 5N05, EN05
Pay Grade: 12
Job Classification: Non-Exempt
Contract Length: 245 Days

Job Summary
Responsible for distribution of foods to child nutrition sites in accordance with Child Nutrition Services office, maintaining proper temperatures on products. Loading and unloading delivery trucks with the ability to operate a fork lift. Drive delivery truck, with required license endorsements, in a safe manner.

Essential Duties
1. Loads and unloads vendor delivery trucks accounting for food by means of receipting system with the ability to operate a fork-lift.
2. Pulls food from child nutrition warehouse storage for deliveries to school sites.
3. Drives truck, with required endorsements, when necessary, to sites, unloads and assists in putting food in appropriate places as necessary.
4. Picks up food from other storage sites.
5. Maintains required forms and records as assigned by the warehouse manager.
6. Cleans assigned areas to include but not limited to cleaning delivery vehicles and warehouse.
7. Performs other duties as assigned.
8. Models nondiscriminatory practices in all activities.

Job Specifications
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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)
Must possess education, training, or experience that provides the noted knowledge, skills, and abilities. Some experience in related warehouse/courier work preferred. Must possess a valid Virginia Driver's License with a good driving record in compliance with division standards. Must possess current certification for operating a forklift and a valid Virginia Commercial Driver’s License (CDL) or must acquire such within 60 days of date of employment. Must possess knowledge of, or the ability to quickly and accurately learn, division school/departmental locations, materials handling techniques/practices, and related safety procedures. Must possess the ability to accurately and quickly learn to operate material handling equipment such as forklifts, pallet drivers, and hand carts. Must possess a demonstrated ability to read and write; perform simple arithmetic calculations; and follow oral/written instructions. Must possess the ability to establish and maintain effective working relationships with staff and co-workers.

Working Conditions & Physical Requirements
Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand
clearly; physical agility to lift and carry up to 50 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

**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. Duties are normally performed in a school/cafeteria and warehouse environment. The child nutrition warehouse is a cold storage facility with temperatures ranging from -5 to 70 degrees. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** None

**Supervision Received:** Child Nutrition Warehouse Manager

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Courier will be required to follow any other instructions and to perform any other related duties as assigned by the Child Nutrition Warehouse Manager or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

I acknowledge that I have received a copy of this job description and understand the contents.

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Employee Name (Print)  
Signature  
Date