



Santa Rosa City Schools

Classification Description

Job title:	CNS Warehouse Keeper/ Driver	Department:	Child Nutritional Services
Reports to:	Director of Child Nutritional Services	FLSA Classification:	Non-Exempt
Board Approval:	June 10, 2026	Work year:	12 Months
Revision(s):	June 26, 2024	Salary Range	CSEA 75 Range 24

DEFINITION:

Under general supervision, to perform manual and clerical duties involved in receiving, storing, filling requisitions, and preparing for delivery of supplies, materials and equipment; drive a box truck or walk-in van; pick up and/or deliver District goods, supplies, equipment and/or furniture.

QUALIFICATIONS:

Education:

High School equivalent

Experience:

One year of experience in stock or delivery work preferred

Basic knowledge of food processing equipment

License and/or other qualifications:

Forklift certification preferred

Possession of the appropriate, valid California Driver's License

Acquire a manager level food safety certification within three months of employment

Knowledge and Abilities:

Knowledge of:

- Methods and practices of storing, handling wrapping and shipping supplies and foodstuffs
- Safety practices
- Basic office equipment and various software programs/computers
- California Motor Vehicle Code

Ability to:

- Maintain food safety records
- Perform manual work of lifting and moving heavy objects
- Operate a forklift, pallet jack (electric/non-electric), and drive a truck with a liftgate, and other district vehicles
- Keep accurate organizational/inventory records

- Understand and carry out oral and written instructions
- Work effectively and efficiently without close supervision
- Establish and maintain cooperative relationships with those contacted in the course of work
- Read, write, understand and communicate effectively
- Demonstrate food safety storage best practices
- Work in freezing conditions for long periods of time

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job within the job description.

1. Packs, loads, and prepares for delivery supplies, books, foods, equipment, and furniture according to a prescribed schedule.
2. Makes deliveries to or picks up from various locations using District vehicles.
3. Receives supplies and equipment and checks receipts with purchase orders to ensure that correct quantity and quality of items have been supplied.
4. Shelves, rotates or places stock received in proper storage areas.
5. Assists in periodic physical inventory of stock on hand and in maintaining perpetual inventories.
6. Operates and services delivery vehicles and forklift.
7. Maintains a clean and safe work environment.
8. May move and relocate furniture and equipment.
9. Refuels delivery vehicles as needed.
10. Maintain a strong commitment to safety by following all safety guidelines and protocols, participating in safety training programs and reporting safety concerns.
11. Participates in pest prevention best practices such as keeping doors closed, identifying entry points and reporting observations and concerns to a supervisor.
12. Responsible for maintaining food safety standards.
13. Work in a freezer for long periods of time.

MARGINAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job within the job description.

1. May perform other duties related to this job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Box truck, van
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pallet jack, fork lift, office equipment, food equipment machines
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ramps, parking lots
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions, warehouse, freezer
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dust, diesel, gasoline, disinfectants
Working at heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ladders
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving pedals
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warehouse cleaning

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting			X		
Walking				X	
Standing				X	
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting			X		
Climbing		X			
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)				X	
Simple Grasping (ND)				X	
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)			X		
Fine Manipulation (ND)			X		
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder				X	

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs			X		
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.