

## **Hobbs Municipal Schools Job Description**

**Position:** Stock Clerk for Nutritional Services

A1-0

**Supervisor:** Director of Nutritional Services or Designee.

**General Job Description:** To perform general stocking duties for Nutritional Services to include unloading trucks, handling large boxes, packing and unpacking, operating unloading equipment.

**Qualifications:**

1. High School Diploma/GED
2. Good driving record, with appropriate license
3. Must be able to pass physical ability test .
4. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.
5. Project an overall concern for personal appearance as it relates to job performance.
6. Carry out assignments and instruction from supervisor(s) in a competent and efficient manner.
7. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
8. Work in a safe manner with personal safety and the safety of others as the number one priority.
9. Ability to follow set schedule for promptness and safety of Nutritional Services team.
10. Unload trucks as need, move stock to appropriate places, rotate stock as directed.
11. Maintain safety at schools, always watching for children.
12. Maintain vehicle in safe working order, and report unsafe conditions or problems to proper persons
13. Maintain preventative maintenance to vehicle and lift
14. Assist other team members when needed.
15. Comply with all school board policies, and regulations.
16. Perform any other duties as assigned by Director of Nutritional Services or Designee.

**Additional Duties and Responsibilities:**

1. Manual physical labor, lifting, and moving materials, equipment, and supplies.
2. Maintain assigned uniforms, work area in operable, safe attractive status.
3. Account for supplies, materials, and equipment as required.
4. Maintain facilities security.

**Work Environment:**

The work environment consists of working on the loading dock of the school cafeteria with other cafeteria employees. Conditions range from working outside in the extreme heat of the summer, to comfortable building, to working outside in very cold wet temperatures. Overtime will be assigned on an as needed basis to take care of emergency situations. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hours work may be required. Must be able to work under stressful conditions.

**Physical Requirements:**

1. Physical ability to do manual work for 8 hour per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum of (70) pounds) regularly. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (70 pounds) maximum occasionally.
3. Work overhead, work in tight areas, work off of ladder, work at floor level (on knees).
4. Hand/eye coordination, normal range of sight.
5. Ability to operate a delivery vehicle in all kinds of weather.

6. Any lifting that would require more than 50 pounds of dead weight should be done by at least two people if at all possible.

**Safety and Health Requirements:**

1. Bloodborne Pathogens Standard Training
2. Proper posture is required to eliminate acute and chronic low back pain.
3. Wear protective devices such as back supports, eye wear, non skid pads on shoes, steel toed shoes, as job conditions demand.
4. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools, and materials.
5. Complete all required training.
6. Knowledge of universal hygiene precautions.

**Equipment/Material handled:**

Hand tools, equipment, and material particular to this trade skill.

**Terms of Employment:**

Salary and work year to be established by the Board.