

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 5.09**

**Position Title:** Child Nutrition Distribution/Inventory Specialist  
**Reports To:** Director of Child Nutrition

**SUMMARY**

Under the general supervision of the Director of Child Nutrition, assist the Assistant Director of Child Nutrition in managing Child Nutrition inventory and delivering food and supplies to the schools, weekly.

**QUALIFICATIONS/REQUIREMENTS**

- High school diploma or its equivalent
- Class B CDL to drive light van and refrigerated box truck.
- Minimum of 2 years in warehouse work
- ServSafe sanitation certification preferred.
- Knowledge of computers, including email, Word, Excel, and Mosaic software.
- Ability to work in extreme conditions. (From below 0 degrees in freezers to over 120 degrees in warehouse.)
- Ability to communicate effectively with a variety of clientele and staff.
- Ability to work alone or with staff as required
- Ability to safely operate a pallet jack and fork lift

**ESSENTIAL JOB DUTIES**

- Accept deliveries for Child Nutrition and check for accuracy, proper temperatures, dates, and damaged product.
- Date product on arrival and must be able to rotate stock using the FIFO (First In, First Out) method.
- Store all inventory appropriately.
- Assist Child Nutrition Assistant Director in inventory management. Must be able to track, count and input numbers in computer utilizing the district's inventory software.
- Pull stock as directed and deliver to schools weekly or as needed.
- Must keep interior and exterior of coolers, freezers, and dry storage areas clean and free of dust, dirt, and clutter.
- Keep food truck clean and in good working order.
- Inventory taken monthly of all Child Nutrition department food and supplies and reported to Assistant Director.
- Keep all stock organized

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**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Director, Assistant Director of Child Nutrition or the Assistant Superintendent of Administrative Services.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, climb a ladder a minimum of 6', and use repetitive motions. While performing the duties of this job, the employee will lift and/or move up to 50 pounds of materials, etc. on a daily basis. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Twelve-month year. Salary and work year to be established by the Board of Education.

**EVALUATION**

Performance in this job will be evaluated in accordance with the provisions of district policy on evaluation of support services personnel.