



Job Description

Position Title:	Logistics Specialist I		
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Reports to:	Child Nutrition Services	Pay Grade:	N06
Terms of Employment:	<ul style="list-style-type: none">• 240 days per year.• At-Will employment agreement.• Salary is in the pay grade N06 on the Non-Exempt SAISD Compensation Plan.• Entry hourly is at \$17.50 with consideration for directly related experience.	FLSA Classification:	Non-Exempt
Funding Source:	This position is locally funded		

Position Summary

To assist in the attainment of District goals through effective and efficient warehousing support of the Child Nutrition program.

Essential Functions / Key Responsibilities

1. Adhere to Child Nutrition Warehouse policies, procedures, and directives
2. Drive assigned vehicles (i.e. trucks, pick-ups, or vans)
3. Operate assigned equipment to include forklifts, hand equipment and (manual/electric) pallet jack
4. Load and unload delivery trucks
5. Report vehicle and all equipment malfunctions to supervisor immediately
6. Work at a pace that will efficiently accomplish all assigned duties in a safe and orderly manner
7. Rotate into assigned duties to include driving and/or order selection in the freezer and grocery sections
8. Responsible for the accuracy of the delivery to include the completeness and accuracy of delivery tickets, verifying signatures and preparation of various documents as needed
9. Develop and maintains effective and positive relationship with staff, students, and families.
10. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- High School diploma or GED equivalent (recognized by the Texas Education Agency or a regional accrediting agency)
- Valid Texas Class "B" or "A" Commercial Driver's License (CDL) with a good driving record (meet and maintain liability coverage eligibility) or class "C" driver's license. Employee hired with "C" driver's license must obtain the class "B" CDL license with all required endorsements within 60 calendar days of employment
- Safe driving record verified by Texas Department of Public Safety (meets and maintains liability coverage eligibility)
- At least 21 years of age
- Ability to meet alcohol and controlled substance testing requirements set forth by Omnibus Transportation Employee Testing Act of 1991
- Ability to pass annual medical examination per Department of Transportation (DOT) regulations



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- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Preferred Requirements

- 1+ year of experience in a warehouse
- 1+ year experience driving a large van or an 18-24-foot fast bobtail truck

Knowledge, Skills & Abilities

- Comply with state, district, and school regulations and policies for staff, including daily attendance, punctuality, and confidentiality.
- Comply with the Texas Educators' Code of Ethics
- Leadership and communication skills
- Ability to work efficiently, safely, courteously, and independently
- Ability to operate in a multi-task environment by maintaining a flexible and cooperative attitude toward supervisors and peers
- Knowledge and application of safe working principles always.
- Demonstrate a high level of personal integrity, a collaborative leadership style and high ethical standards.
- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:

<https://pol.tasb.org/PolicyOnline?key=176>.



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San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: _____ Date: _____