

# WESTERN MICHIGAN UNIVERSITY

**TITLE:** Lead Stockperson

**GRADE:** F-4

**FUNCTIONS:**

- Leads the receiving and stocking all foodstuffs and supplies in storerooms, freezers and refrigerators for the Valley Dining Center and Student Center Dining and Retail operations, .
- This position ensures that products are properly rotated by FIFO standards and addresses products that are outdated or may perish.
- Fulfill requisitions.
- Reviews menus and recipes to determine the amount of food items needed in venues and production kitchen for preparation by the cooks.
- Deliver foodstuffs to production areas of the kitchen and venues.
- Determines the amount of product needed from the freezer for thawing and removes it within the proper timeframe.
- Provides work direction to subordinate stockperson positions.
- Utilizes computer menu management software to review orders, menus, recipes and inventory.
- Assists drivers unloading delivery trucks, and unloads fresh foodstuffs, canned and packaged foodstuffs, frozen foods, and non-food supplies.
- Off-load items/containers weighing up to 125 lbs. unassisted.
- Utilizes material handling equipment to off-load commodities/containers weighing up to 1200 lbs. without the assistance of other employees.
- Maneuver ice blocks weighing 300 lbs. Unassisted onto appropriate material handling equipment.
- Utilize dock plate, manual and electric pallet jacks, platform carts, two wheel handcarts, and other mechanical devices to unload and move foodstuffs, equipment and supplies to appropriate storage areas.
- Check quantities and specifications of in-coming shipments against purchase orders and packing slips, to ensure that all items invoiced have been received.
- Refer any problems concerning deliveries to supervisors.
- Prepare and maintain accurate delivery records.
- Works with the F-4 Sous Chefs and management team to determine use of any excess products. If freezing or storing, communicating proper dates of when frozen and when thawed.
- Assist supervisor with weekly orders and notify supervisor of low inventory levels of needed items.
- Takes the lead on maintaining the loading dock and receiving bays, storerooms, coolers and freezers in a neat, clean and orderly manner.

- Provides training and guidance for student employees.
- This position may direct visitors, contact building occupants regarding deliveries and give directions as necessary.
- Maintain strict compliance with all federal, state and University standards for cleanliness, sanitation and safety practices.
- MIOSHA approved safety shoes must be worn at all times.
- Must be fitted for and wear other protective gear as required by OSHA/MIOSHA.
- Conduct monthly inventories of all storage areas, including accurately counting items and completing inventory count documents
- Conduct physical inventory processes as needed, including accurately counting items and completing inventory count documents.
- Perform additional duties as requested by supervisory personnel.
- May be required to pick up items from local vendors in some circumstances.
- This position also performs other F3 Second Cook duties as assigned on the weekends and assists in the preparation of entrees, roasts, poultry, sauces, soups, gravies, fried foods, and accompaniments and assists in training other cooking positions in the preparation of these foods. This position follows standardized recipes and production sheets in preparing menu items. The incumbent operates food processing equipment including slicers and buffalo choppers and utilizes hand implements including knives, parers, tomato slicers and other utensils to prepare ingredients; combines ingredients in accordance with standardized recipes and production sheets; cooks items; and portions and garnishes finished products. In the process of cooking the full range of menu items, the incumbent operates steamers and steam kettles, rotary and convection ovens, flat grills, hot tops and deep fat fryers. The incumbent visually inspects and tastes samples of finished products in order to ensure the quality and uniformity of menu items served.

#### **QUALIFICATIONS:**

- Ability to read and comprehend written instructions and safety regulations governing the performance of job duties.
- Ability to understand and comply with oral instructions.
- Sufficient writing skills and basic arithmetic skills to accurately prepare inventory control documents.
- Ability to acquire certification to operate an electric jack.
- Possession of a valid Michigan driver's license or the ability to acquire a valid Michigan driver's license is required.
- Basic computer skills are required.
- Ability to raise 125 lbs. dead weight to a height of 48" (four feet) with or without mechanical assistance.
- Ability to lift materials and equipment weighing up to 1200 lbs. with mechanical assistance.
- Ability to raise items weighing up to 85 lbs. to a height of 6 feet as many as 100 times per day.
- Ability to lift items weighing more than 85 lbs. with mechanical assistance up to 20 times per

day Ability to transport 40 lbs. to a distance of 30-100 feet up to 85 times per day to move foodstuffs from receiving areas and storerooms to freezers, coolers, and storage units in kitchen production areas.

- Ability to enter and maneuver in restricted spaces in order to stock production area coolers and freezers.
- Ability to stock and retrieve materials and equipment in/from inventory storage areas.
- Ability to retrieve inventory items from ground level storage as many as 100 times per day.
- Ability to unload, store, retrieve and transport commodities to/from production areas for 6-7 hours per day.
- Ability to work above shoulder level for extended periods of time.
- Ability to cover a distance up to 5 miles per day in the process of placing items in/retrieving items from storage locations.
- Ability to tolerate exposure to dirt, dust and mildew as well as exposure to petroleum products, particularly gasoline and diesel fumes.
- Ability to tolerate extreme variations in temperature, moving from -10<sup>0</sup> F in freezers to 80<sup>0</sup> F in production areas.
- Must possess 20/40 vision with or without corrective lenses in order to obtain a valid Michigan driver's license.
- Ability to accurately distinguish colors in order to properly identify color-coded labels.
- Sufficient auditory acuity with or without audiological appliances to hear vehicle warning sounds indicating that a vehicle is backing up to the loading dock to make a delivery.
- Ability to tolerate exposure to cleaning and disinfecting chemicals and corrosives used in maintaining proper sanitation standards in the kitchens.
- A physical examination administered by the employer's designated physician is required to determine the incumbent's ability to perform the essential functions of the job and/or to identify the needs for reasonable job accommodations.