

**DUTY STATEMENT**  
DSH3002 (Rev. 04/2026)



California Department of  
**State Hospitals**

*Box reserved for Personnel Section*

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| <b>Employee Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Division</b><br>Department of State Hospitals |                                 |                         |
| <b>Position No / Agency-Unit-Class-Serial</b>                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Unit</b><br>Nutrition Services                |                                 |                         |
| <b>Class Title</b><br>Warehouse Worker                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Location</b><br>Patton                        |                                 |                         |
| <b>Subject to Conflict of Interest</b><br><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>CBID</b><br>12                                | <b>Work Week Group:</b> 2       | <b>Pay Differential</b> |
| <b>Other</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                  |                                 |                         |
| Under the direction of Materials and Stores Supervisor (MSS), the Warehouse Worker performs work in the receipt, storage, inventory and issue of food, supplies, and chemicals, by hand or by use of powered or non-powered equipment. All tasks will include Quality Improvement principles. Requirements of HACCP (Hazard Analysis and Critical Control Points) will be recognized and applied. Assigned duties will include but are not limited to: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                  |                                 |                         |
| <b>% of time performing duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                  |                                 |                         |
| 40%                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p align="center"><b>ESSENTIAL FUNCTIONS</b></p> <p><b>Issuing Supplies</b><br/>Transport food/feeding supplies to specified areas either by hand or by use of powered or non-powered equipment (e.g., stand-up picker, stand-up forklift, hand trucks, dollies, pallet jacks, etc.) to store or prepare materials for delivery to Cafeterias and Main Kitchen.<br/>Pack and palletize food/feeding supplies for storage and/or issuing in designated locations within warehouse<br/>Secure food/feeding supplies using various methods (e.g., shrink-wrap) for storage or delivery to cafeterias within warehouse.<br/>Personally count and document physical inventories of materials in the warehouse to update and maintain most accurate inventory records in computer databases.<br/>Identify and rotate dated materials for shipments to ensure older products are distributed before newer products (First in First Out: FIFO).<br/>Notify supervisor of out-of-stock items, low inventory, and re-order points to ensure food and supplies are ordered and received before inventory is depleted.<br/>Receive and check incoming deliveries for quality and quantity and against purchase order and invoice. Inform supervisor of any issues or concerns.<br/>Prepares and issues food, supplies, and chemicals as requested by and to Main Kitchen and cafeterias.</p> |                                                  |                                 |                         |
| 30%                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b>Receiving Supplies</b><br/>Unpack and verify incoming food against invoices, packing slips, purchase orders, schedules, and item labels ensure accurate materials quantities and deliveries.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                  |                                 |                         |

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|                       | <p>Verify that truck drivers sign materials paperwork (e.g., invoices, bills of lading, packing slips) for any damaged or missing materials from deliveries for warehouse documentation.</p> <p>Move food/feeding supplies from the receiving bay into the warehouse or alternate delivery location for assembly or relocation.</p> <p>Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment to track materials inventory. Label and date all received items.</p> <p>Pack and palletize materials and/or equipment for storage.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 20%                   | <p><b>Safety and Sanitation</b></p> <p>Maintains proper temperatures in all storage areas. Informs supervisor of equipment malfunction or failure. Maintains warehouse and storage areas in clean and orderly condition. Uses safety tools and personal protective equipment including in the freezers and refrigerated areas. Monitors adequate security over all inventory. Keeps warehouse secure from theft. Informs supervisor of issues and concerns.</p> <p>Inspect and test powered material handling equipment (e.g., forklifts, standup lifts, standup carts, pallet trucks) and components (e.g., horns, batteries, brakes, chains and cables, controls, blades, hydraulic lines, lights, tires) to verify there are no leaks and equipment is in proper working order and in compliance with safety standards and regulations. Complete and sign various powered material handling equipment safety sheets or checklists (e.g., the Daily Forklift Inspection Sheet) to document compliance with safety standards and regulations. Is responsible for charging batteries, refueling propane, general upkeep, and referring for maintenance when needed.</p> <p>Clean and maintain supplies, tools, and equipment to ensure proper working order and compliance with safety standards and regulations.</p> <p>Clean floors and storage areas to keep them orderly and free of debris using various cleaning supplies and equipment (e.g., mops, buffers, brooms, floor scrubbers).</p> |
| 10%                   | <p><b>Interpersonal Relations</b></p> <p>Maintains effective communication with PA, DAD, SC I, and Nutrition Services staff.</p> <p>Participate in team meetings regarding warehouse merchandise, policies, procedures, shipments, and safety training</p> <p>Train new warehouse workers and cross train warehouse staff on warehouse materials, policies, procedures, shipments, and safety precautions</p> <p>Maintains necessary communication with vendors, truck drivers, and procurement personnel.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Required Competencies | <p><b>SUPERVISION RECEIVED:</b> The Warehouse Worker is under the direction of the Materials Stores &amp; Supervisor (MSS).</p> <p><b>SUPERVISION EXERCISED:</b> None.</p> <p>Warehouse Worker may act as MSS in their absence.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**ABILITY TO:** Read and write English at a level required for successful job performance; make accurate computations relating to warehouse work; follow instructions; utilize computer systems; read and interpret charts/or graphs of warehouse layouts for deliveries shipments and storage. Use powered forklifts, pallet jacks, stand up lifts/reach trucks and manual pallet jacks, carts, dollies, used in receiving, shipping, storing and moving warehouse materials and supplies. Determine and execute proper storage methods, identification, and stock location based on shelf life and space availability. Obtain certification for powered material handling equipment for warehouse duties and functions. Use proper body mechanics, perform a variety of physical activities, stand and perform work duties for an extended period of time, work in various temperatures and grasp, manipulate, or assemble objects, lift and carry up to 50 lbs. to receive, and store, food, supplies, and/or equipment. Work independently on projects or assignments without close supervision or detailed instruction.

**SKILL IN:** Handwriting legibly so that another person can read and understand such documentation.

**KNOWLEDGE OF:** Methods, practices, and equipment used in receiving, storing, and shipping material and supplies; methods of packing and unpacking material and supplies; powered materials handling equipment using in receiving, storing, and shipping materials and supplies; manual materials handling equipment (e.g. carts, ladders, pallet jacks, dollies) used in receiving, storing; common forms and documents used in receiving and shipping departments of a governmental or commercial organization; department warehouse policies and procedures; and methods of taking inventories and maintaining simple inventory records.

**TECHNICAL PROFICIENCY (SITE SPECIFIC):** Utilize computer systems.

**ANNUAL HEALTH REVIEW:** All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

**INFECTION CONTROL:** Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

**HEALTH AND SAFETY:** Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

**THERAPEUTIC STRATEGY INTERVENTION (TSI):** Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy.

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|                          | <p><b>CULTURAL AWARENESS:</b> Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.</p> <p><b>RELATIONSHIP SECURITY:</b> Demonstrates professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations. Establish and maintain effective working relationships with others to create a productive environment.</p> <p><b>PHYSICAL REQUIREMENTS –</b> Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform duties contained in this duty statement. Usual duties to include but not limited to standing, walking, bending, stooping, pushing, pulling, grabbing, carrying, and lifting loads up to 50 pounds.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| License or Certification | <p>It is the employee's responsibility to maintain a license, credential, or required registration pertinent to his/her classification on a current basis. Any failure to do so may result in termination from Civil Service.</p> <p>Maintain currency of state certificate for operation of forklift. Maintain currency of drivers training.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Training                 | <p>The employee is required to keep current with the completion of all required training.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Other Information        | <p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>The employee is required to work any shift and schedule in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> |

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|  | <div>Classification<br/>(Employee Signature)</div> <div>Print Name</div> <div>Date</div>                                                  |
|  | <div>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</div> |
|  | <div>Classification<br/>(Supervisor Signature)</div> <div>Print Name</div> <div>Date</div>                                                |
|  | <div>Classification<br/>Reviewing Supervisor Signature</div> <div>Print Name</div> <div>Date</div>                                        |