



**CLASSIFIED**  
**Job Classification Description**  
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 APPROVED MOTION NO. 98-2023/24  
 DOCUMENT NO. 90-2023/24  
 DATED: 06/20/2024

**SUPERVISOR – CHILD NUTRITION WAREHOUSE**

<b>DEPARTMENT/SITE:</b> Child Nutrition	<b>SALARY SCHEDULE:</b> Classified Supervisory
	<b>SALARY RANGE:</b> 9
	<b>WORK CALENDAR:</b> 261 Days
<b>REPORTS TO:</b> Director of Child Nutrition	<b>FLSA:</b> Exempt

**PURPOSE STATEMENT:**

Under the direction of the Director of Child Nutrition, the Supervisor - Child Nutrition Warehouse, plans, organizes, and participates in the maintenance of a centralized warehouse operations that receives, stores perishable goods; trains, assigns, supervises, and evaluates assigned staff. The incumbents in this classification provide the school community with timely receipt, storage, and delivery of items for child nutrition services which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are responsible for the receipt, storage, and delivery of supplies, equipment, and perishable foods requiring refrigeration during storage and transport and the supervision of positions that must adhere to food safety practices and standards. Positions in this class are distinguished from other warehouse positions in the district that are not responsible for food safety standards and monitoring of temperatures for walk-in freezers and refrigerators.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Drafts standard operating procedures for the District Child Nutrition Warehouse and its systems.
- Ensures delivery and serving of prepared food items ordered for consumption at tournaments and other scheduled events
- Maintains a variety of reports, documents, schedules, and policies pertaining to storage, equipment maintenance costs, inventory, and supplies.
- Monitors warehousing systems; operates a computer to enter data, correct errors, and control input screens as required.
- Observes health and safety regulations; maintain the warehouse in a clean, safe, and orderly condition.
- Operates and demonstrates the use of specialized warehouse equipment (e.g., forklifts, pallet wrappers, kitchen wrappers) as necessary; ensures proper and routine maintenance and servicing of warehouse vehicles and equipment.
- Plans, organizes and participates in daily warehouse operations and activities, including the

receipt, documentation, storage, safety, and distribution of food and maintenance of physical inventory.

- Prepares and maintains a variety of records and logs (e.g., work orders, pick slips, weekly vehicle logs) and prepares reports as required; file records as required.
- Routes and schedules orders for delivery and pick up at various food serving areas and kitchens throughout the District.
- Participates in final selection interviews providing input and suggestions for hiring; conducts performance reviews and evaluations of assigned warehouse and delivery staff/crew.
- Supervises the processing of requisitions and requests to invoices for reimbursement of warehouse codes; completes requisitions for needed materials to ensure adequate stock levels.
- Trains, supervises, and assists in the evaluation performance of assigned warehouse employees; assigns workloads to warehouse workers.
- Works on special projects as assigned (e.g., planning for a larger warehouse facility).
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

#### **Knowledge of:**

- Warehousing, inventorying, and stock control methods and procedures
- Warehouse operations, procedures, equipment, and terminology
- Methods of receiving, inspecting, and issuing products
- Materials, equipment, and supplies used in a school district nutrition services operations program and warehouse
- Operation of a forklift and other assigned vehicles and equipment
- Space utilization and inventory techniques
- Proper methods of storing equipment, materials, and supplies
- Health and safety regulations
- Record-keeping techniques
- Principles and practices of training and providing work direction
- Interpersonal skills using tact, patience, and courtesy
- Automated warehouse inventory system

#### **Skills and Abilities to:**

- Plan, organize, supervise, lead, schedule work, and participate in the operations and activities of the District Child Nutrition Warehouse
- Train, supervise, and evaluate personnel
- Communicate effectively both orally and in writing
- Utilize space efficiently and effectively to achieve maximum storage capacity
- Maintain a computerized inventory system of child nutrition commodities, food, and supplies
- Operate warehouse vehicles, machines, and equipment (e.g., forklifts, refrigerated trucks)
- Receive, issue, store, and return warehouse stock and supplies
- Maintain accurate records of stock transactions
- Learn to operate a computer terminal and warehouse-related software and other productivity

software as assigned by the District's Child Nutrition Department

- Work independently with little direction
- Observe health and safety regulations
- Read, interpret, apply, and explain rules, regulations, policies, and procedures pertaining to the operation of the District Child Nutrition Warehouse

**RESPONSIBILITY:**

Responsibilities include working under limited supervision using standardized practices and/or methods, supervising an operational department, and monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High school diploma or equivalent.

**EXPERIENCE REQUIRED:**

Three (3) years of progressively responsible experience performing a variety of warehouse-related duties, including but not limited to order fulfillment, inventory control and analysis, order entry, inventory accounting/ identification, receiving truck deliveries, and monitoring temperature controls. One year of experience as a warehouse lead person or supervisor is strongly preferred.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License for operating a delivery vehicle and for travel to/from District Office and school sites and to workshops, conferences, and training relative to the performance of job functions, duties, and responsibilities

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Valid Forklift Operator Certificate (must be obtained within six (6) months of employment)
- Possession of, or ability and qualifications to obtain Food Safety Certification within twelve (12) months appointment and failure to do so could result in release
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam D through the District's provider at the District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed both in an office and outside, subject to extreme temperatures and hazards related to operating delivery vehicles, forklifts, and entering walk-in freezers and refrigerators
- Requires significant walking and standing, and some sitting
- Lifting, carrying, pushing, and/or pulling objects weighing up to 40 lbs.
- Some stooping, kneeling, crouching, and/or crawling

- Significant manual finger dexterity
- Dexterity of hands and fingers to operate warehouse tools and equipment, a computer keyboard, and paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents, computer screen, temperature indicators, and to perform detailed work in the field
- Operation of a delivery truck to transport food, equipment, and supplies to various sites