

Madera Unified School District Classified Job Description

Supervisor - Child Nutrition Warehouse

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.

This job reports to the Director of Child Nutrition.

Essential Functions

- Plan, organize and participate in daily warehouse operation and activities, including the receipt, documentation, storage, safety and distribution of food and maintenance of inventory.
- Train, supervise, and assist in evaluation performance of assigned warehouse employees; assign work loads to warehouse workers.
- Supervise the processing of requisitions and request to invoices for reimbursement of warehouse codes; complete requisitions for needed materials to assure adequate stock levels.
- Route and schedule orders for delivery and pick up.
- Prepare and maintain a variety of records and logs and prepare reports as required; maintain inventory of items in the warehouse; file records as required.
- Monitor warehousing systems; operate a computer to enter data, correct errors and control input screens as required.
- Operate and demonstrate use of specialized warehouse equipment as necessary; assure proper and routine maintenance and servicing of warehouse vehicles and equipment.
- Observe health and safety regulations; maintain warehouse in a clean, safe and orderly condition.
- Maintains a variety of reports, documents, schedules and policies pertaining to storage, equipment maintenance costs, inventory, and supplies.
- Works on special projects as assigned.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:**Skills, Knowledge and Abilities**

SKILLS OF: Strong leadership and supervisory skills; ability to operate a computer and use software computer systems.

KNOWLEDGE OF: Warehousing and stock control methods and procedures; methods of receiving, inspecting and issuing products; materials, equipment and supplies used in a school district; operations of a forklift and other assigned vehicle and equipment; warehouse operations, procedures, equipment and terminology; space utilization and inventory techniques; proper methods of storing equipment, materials and supplies; health and safety regulations; record-keeping techniques; inventory methods and practices; principles and practices of training and providing work direction; interpersonal skills using tact, patience and courtesy; automated warehouse inventory system.

ABILITY TO: Plan, organize, supervise and participate in the operations and activities of the District Child Nutrition Warehouse; train, supervise and evaluate personnel; utilize space efficiently and effectively; maintain inventory; communicate effectively both orally and in writing; operate warehouse vehicles, machines and equipment; receive, issue, store and return warehouse stock and supplies; plan and schedule work; maintain accurate records of stock transactions; learn to operate a computer terminal and warehouse-related software; work independently with little direction; observe health and safety regulations; read, interpret, apply and explain rules, regulations, policies and procedures.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations.

Minimum Qualifications

Experience: Three 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, and inventory accounting/identification. One year as a warehouse lead strongly preferred.

Education: High school diploma or equivalent.

Possession of, or the ability and qualifications to obtain the Food Safety Certificate listed below within 12 months of appointment, and failure to do so will result in termination.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical exam

Continuing Educ/Training

Maintain certifications
On-going as needed

FLSA Status

Non Exempt

Approval Date

Certificates

Food Safety Certification
Valid CDL
Forklift operators certificate

Clearances

DOJ/FBI Background Clearance
TB Clearance
Physical Demands (D)

Salary Range

Classified Supervisory Salary Schedule – Range 9