



JOB DESCRIPTION

Position Code: 705
Classified Group:
Supervisor Salary Range:
A-22
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POSITION TITLE: Nutrition Services Warehouse Supervisor

DEFINITION: Under general direction, plans, coordinates and supervises the operation of the Nutrition Services warehouse.

DIRECTLY RESPONSIBLE TO: Director, Nutrition Services

SUPERVISION OVER: Classified employees as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Establishes storekeeping standards and procedures for perishable and non-perishable items.
2. Plans, organizes and supervises the receipt, storage and distribution of all items received in the Nutrition Services warehouse.
3. Supervises the inspection of shipments received for conformity to purchase order specifications.
4. Notes and reports shortages, damages or other discrepancies.
5. Routes and schedules deliveries.
6. Supervises the filling of orders and loading of district vehicles.
7. Maintains perishable and frozen food storage, checking for temperature and protection from damage.
8. Interviews, trains, assigns, supervises and evaluates personnel in the warehouse.
9. Supervises physical inventory, stock control and stock levels, advises sites on procedures for ordering warehouse items and checks stores requisition cards for accuracy.
10. Prepares and updates Nutrition Services supply catalog and informs sites of additions and deletions.
11. Keeps inventory control records.
12. Maintains and compiles reports.
13. Checks requisitions for accuracy.
14. Supervises the servicing and routine maintenance of Nutrition Services and warehouse equipment.
15. Supervises the preparation of foods to be transported.
16. Supervises the daily cleaning and sanitation of utensils, equipment, food preparation areas.
17. Cleans and defrosts refrigerators and freezers.
18. May operate a variety of kitchen equipment and instruct others on the proper usage.
19. Initiates requests for equipment repair.
20. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education or experience which demonstrates the ability to perform the duties of the position and experience in inventory control, warehouse operations or food service operations; supervisory experience desirable.

Licenses and Certificates:

Possession of, or willingness and ability to obtain, a valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving vehicle requiring the license.

Knowledge, Skills, and Abilities:

- Knowledge of food service inventory and storage procedures
- Knowledge of food service operations, products and pack sizes
- Ability to maintain accurate records and exercise control over stores issued
- Ability to train, supervise and evaluate employees
- Ability to coordinate intra-district routes and schedules
- Ability to demonstrate use of warehouse equipment and vehicles
- Ability to read and understand data processing printouts, purchase orders, stores catalog and related materials
- Ability to apply mathematical concepts including the use of fractions
- Ability to input, manipulate and retrieve information on a computer
- Ability to set up and maintain recordkeeping systems
- Ability to anticipate needs and establish priorities
- Ability to follow verbal and written instructions with a minimum of direction
- Ability to develop and maintain effective working relationships with others
- Ability to communicate effectively with others

WORKING CONDITIONS:

Work Environment:

- Indoor office and warehouse environment
- Continuous contact with staff
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicates to exchange information both in person and on the telephone
- Inspect requisitions, shipping lists and other documents with fine print
- Operate office equipment requiring repetitive hand movement and fine coordination, including the use of a computer keyboard
- Detects defects in shipments and inventory
- Transport or move objects up to 75 pounds
- Work atop ladders or scaffolding
- Move about kitchen, warehouse and facilities to conduct work

Hazards:

- Works around standard kitchen equipment with moving parts
- Exposure to heat from ovens and hot foods
- Exposure to cold temperatures from refrigerators and freezers
- Works with knives, slicers and other sharp kitchen utensils
- Exposure to cleaning chemicals, detergents, abrasives, disinfectants and fumes.

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This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 10/22/96
Revised: 9/19/2017 (Formatting and Title Change)