

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

**WAREHOUSE MANAGER - Food and Nutrition Department**

**POSITION:** Warehouse Manager – Food and Nutrition Department

**REPORTS TO:** Director of Food and Nutrition Services

**LOCATION:** Division of Supporting Services

**NATURE OF WORK:**

Performs manual duties and tracks inventory involving the receiving, storing, and issuing of equipment, supplies, and materials. Work involves responsibility for loading and unloading, delivery and/or pick-up of general materials, supplies, equipment, and related items at designated locations throughout the school system. Assignment includes proper receipt, storage, and control of such materials, supplies, and equipment at the warehouse facility utilizing technology. Nature of work requires walking, stooping, climbing, bending, and lifting.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Possess knowledge of Microsoft Windows, Excel, Word, and Google's suite of products including Gmail, Sheets, and Docs
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to implement process improvement initiatives
- Ability to implement safety protocols and ensuring the security of employees and inventory
- Ability to operate pallet jacks (electric and Pneumatic)
- Ability to operate sit down and stand-up forklifts
- Ability to perform heavy manual labor/lift 80 pounds
- Ability to submit work order tickets utilizing the Asset Essentials platform
- Ability to work in a zero-degree walk-in freezer for periods of time
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Ability to maintain FIFO (first in first out) inventory method
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

**DUTIES AND RESPONSIBILITIES:**

- Checks and records information of material delivery against documents evidencing delivery
- Maintains a computer record of each transaction that is completed by warehouse
- Coordinates the disposal of surplus equipment

- Checks and records quantity and kind of material against delivery receipts, purchase orders or other documents evidencing delivery
- Performs physical inventory on all supplies, materials, and equipment in the warehouse
- Plans, organizes and manages a central warehousing and distribution system
- Loads freight trucks and or delivery vehicles
- Receives, unloads, and unpacks supplies, equipment, and materials from freight or delivery trucks
- Verifies and signs for all supplies received from suppliers
- Works in conjunction with Food Service in developing manifests of food supply and deliveries
- Provides backup support to Food Service Driver
- Responsible for the exterior cleaning of Food Service Central Office vehicles
- Responsible for annual and preventative maintenance of warehouse equipment (pallet jacks, forklifts, reach truck, etc.)
- Stocks and issues supplies, materials, and equipment
- Maintains computerized inventory of warehouse stock
- Organizes storage space ensuring items are received, stored, and shipped promptly
- Ensures Health Department license is displayed appropriately
- Cooperates and assists internal and external auditors with inventory reviews
- Maintains warehouse facilities in a clean, neat, and orderly condition
- Makes special pickups and deliveries as assigned
- Performs other related and non-related job duties as assigned

#### **QUALIFICATIONS:**

Required:

- High School Diploma/GED
- Forty-eight semester credits or two (2) years of warehouse/storeroom experience
- Forklift certification or obtain certification within three (3) months of employment
- Must be able to fulfill the following physical requirements:
  - Frequently lift deliveries of up to 80 pounds
  - Capable of extensive bending, kneeling, and overhead reaching in the course of completing daily work assignments
- Must have a valid commercial driver's license with no more than equal to Maryland's four points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of Board-owned vehicle (Board Policy EEBA)

#### **TERM OF EMPLOYMENT:**

Full-time twelve-month position

**SALARY GRADE RANGE:** The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 11.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 10.15.2024, 5.2025

**ST. MARY'S COUNTY PUBLIC SCHOOLS**  
**EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

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| <b>WAREHOUSE MANAGER – MAINTENANCE DEPARTMENT</b> |
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**POSITION:** Warehouse Manager – Maintenance Department

**REPORTS TO:** Director of Maintenance

**LOCATION:** Division of Supporting Services

**NATURE OF WORK:**

Performs manual duties and tracks inventory involving the receiving, storing, and issuing of equipment, supplies, and materials. Work involves responsibility for loading and unloading, delivery and/or pick-up of general materials, supplies, equipment, and related items at designated locations throughout the school system. Assignment includes proper receipt, storage, and control of such materials, supplies, and equipment at the warehouse facility utilizing technology. Nature of work requires walking, stooping, climbing, bending, and lifting.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to operate pallet jacks (electric and Pneumatic)
- Ability to operate sit down and stand-up forklifts
- Ability to perform heavy manual labor/lift 80 pounds
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

**DUTIES AND RESPONSIBILITIES:**

- Checks and records information of material delivery against documents evidencing delivery
- Maintains a computer record of each transaction that is completed by warehouse
- Coordinates the disposal of surplus equipment
- Checks and records quantity and kind of material against delivery receipts, purchase orders or other documents evidencing delivery
- Performs physical inventory on all supplies, materials, and equipment in the warehouse
- Plans, organizes and manages a central warehousing and distribution system
- Loads freight trucks and or delivery vehicles
- Receives, unloads, and unpacks supplies, equipment, and materials from freight or delivery trucks
- Verifies and signs for all supplies received from suppliers
- Works in conjunction with Food Service in developing manifests of food supply and deliveries
- Provides backup support to Food Service Driver

- Stocks and issues supplies, materials, and equipment
- Maintains computerized inventory of warehouse stock
- Maintains warehouse facilities in a clean, neat, and orderly condition
- Makes special pickups and deliveries as assigned
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- High School Diploma/GED
- Forty-eight (48) semester credits OR two (2) years warehouse/storeroom experience
- Forklift certification or obtain certification within three (3) months of employment
- Must be able to fulfill the following physical requirements:
  - Frequently lift deliveries of up to 80 pounds
  - Capable of extensive bending, kneeling, and overhead reaching in the course of completing daily work assignments
- Must have a valid commercial driver's license with no more than equal to Maryland's four points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of Board-owned vehicle (Board Policy EEBA)

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:** The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 11.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 07.2024, 05.2025