Mt. Diablo Unified School District

Food & Nutrition Services Warehouse and

Distribution Operations Manager

Summary Definition

Food & Nutrition Services and Warehouse and Distribution Operations Manager provides expert oversight of all aspects of the Food & Nutrition Services Warehouse and Distribution Operations. The Warehouse and Distribution Operations Manager will assume overall responsibility for planning, organization, controls, and directs the operations and activities for the District's Food & Nutrition and Warehouse Department; coordinates district food distribution system; coordinates department activities with other District functions; supervises and evaluates the performance of assigned personnel.

Directly Responsible To

Director of Food & Nutrition Services and Warehouse

Example of Duties (to include, but not limited to:)

E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

1. Plan, organize, control and direct the operations and activities of the Food & Nutrition Services Warehouse and Distribution operations; supervise, evaluate, and direct warehouse staff and warehouse drivers to meet the daily operational needs of the Food & Nutrition Services Department. **E**
2. Plan, develop, and create distribution routing system to provide service to school sites; analysis of distribution loads and delivery frequency to school sites; develop HACCP and food safety practices; manage the warehouse drivers and their workload and ensure full coverage where necessary.
3. Train, supervise and evaluate the performance of assigned staff; train and continually develop the warehouse team. **E**

4. Direct, implement, and execute the USDA rules, regulations, and procedures in the Food & Nutrition Services Child Nutrition programs. **E**
5. Develop, and maintain high standards of procurement for food and supplies; procurement according to menus; set warehouse inventory par levels according to menus, maintains inventory control, maintains computerized order fulfillment system, follow FIFO procedures, school site cafeteria customer service; train, supervise, and assist in evaluation of Food Service Coordinator. **E**
6. Direct the preparation and maintenance of a variety of records, reports, and other documents related to Warehouse and Distribution Operations. **E**
7. Coordinates and manages USDA Commodity Orders; participates in annual commodity entitlement procurement; audits commodity product stored according to USDA rules and regulations; follow and implements FIFO procedures. **E**
8. Directs, organize, and maintains inventory control; maintains computerized perpetual inventory records; conducts monthly physical inventory; verifies received product from vendors; verifies shipping outbound distribution; follow and implements district Food Recall procedures; follows USDA Food Recall procedures. **E**
9. Plans, organizes, and directs warehouse bin management and stock rotation; maintains food quality standards. **E**
10. Maintains and follows district HACCP Plan and procedures; follows rules and regulations set forth by the Contra Costa County Health department; ensures all food and supplies are held to proper temperature under the California Uniform Retail Code; trains warehouse staff on district HACCP procedures. **E**
11. Ensure all warehouse equipment are maintained and are safe for use; coordinate routine preventative maintenance schedule for all warehouse equipment. **E**
12. Operate a computer, assigned software programs, and other office equipment in the execution of duties; monitor, maintain, and recommend food service software programs and hardware. **E**
13. Provide technical expertise, information and assistance to the Director of Food & Nutrition Services and Warehouse; advise of unusual trends or problems and recommend appropriate corrective action. **E**
14. Perform related duties as assigned.

Education and Experience

Must possess the following requirements:

- High School Diploma Required / Business Degree preferred.
- Five years' experience increasingly responsible experience in centralized warehouse and distribution operations.

Licenses and Other Requirements:

- Valid California Driver's License.
- Valid Serv Safe Certificate
- Certified Forklift Training
- Certified Lift Operator Training
- Certified Professional in Distribution and Warehousing (CPDW).

Knowledge Of:

- Modern Principles and practices in warehouse management.
- Modern principles and practices in distribution
- Rules and Regulations according to USDA Child Nutrition Programs
- Modern methods and techniques of estimating quantities of food and supplies to be ordered
- Safety practices and sanitation procedures
- Use and maintenance of all equipment
- The principles and practices of effective direction
- Knowledge of the Vehicle Code and operation of motor vehicles
- Time Management
- Basic arithmetic calculates inventory and order fulfillment quantities
- HACCP, sanitation and safe food handling practices related to handling and stored food
- Operate a computer; software knowledge: Microsoft Outlook, Gmail, Word, Excel, YouTube

Skilled In:

- Plan, organize, control and direct the centralized operations and activities of the district's Food & Nutrition Services Warehouse and Distribution programs.
- The use and maintenance of all equipment
- Directing and coordinating the work of a large number of subordinates.
- Training new employees
- Plan and organize work and meet established schedules and timelines.
- Direct the maintenance of a variety of reports and files related to assigned activities.

- Operate a computer, relevant software and programs, internet, and assigned office equipment.

Environment

Warehouse environment with multiple staff members, subject to frequent interruptions, continual deadlines, driving a vehicle to conduct work, cold and below zero temperatures Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Physical Abilities

Sit, look downward, reach, (up to frequently); stand, walk, bend, stoop, squat, push, pull, foot controls (occasionally); climb stairs,, twist (infrequently); repetitive hand activities within close reach, such as files, keyboard & handwriting (frequently); lift/carry up to 25 pounds (occasionally), may lift/carry equipment up to 75 pounds (infrequently); extensive reading; use seeing, hearing & speaking (including in-person, phone & public address).

Hazards:

Heavy equipment and metal objects; working around refrigeration systems, working in a cold environment and frequently below zero temperatures.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting, TB testing, and mandated trainings.

Board Approved:

Management Salary Schedule

Classified Range – Range 5