



Child Nutrition Delivery and Warehouse Supervisor

Purpose Statement

The Child Nutrition Delivery and Warehouse Supervisor supports warehousing operations by transporting food and supplies, supervising inventory and delivery employees, and maintaining equipment for designated sites.

Supervisory Relationship

Reports to: Child Nutrition Program Director

Essential Functions

- **Loading and Unloading:** Load and unload food items, supplies, and equipment to ensure timely delivery to assigned locations.
- **Records Maintenance:** Maintain manual and electronic files and records (e.g., temperature logs, delivery logs, routes) to provide accurate documentation and information.
- **Vehicle Maintenance:** Maintain assigned vehicles (e.g., fluid levels, fueling, cleaning, tire pressure) to ensure safe operation and sanitation of transported food items.
- **Delivery Management:** Manage scheduled deliveries to meet time-sensitive requirements.
- **Supervision:** Oversee delivery personnel, ensuring efficient delivery processes, and the collection of daily deposits from designated sites.
- **Inventory Management:** Order food and supplies, maintain updated inventory totals, and ensure the availability of necessary items for delivery.
- **Inspection:** Prepare, unpack, and inspect food items and supplies for damage or defects to meet health and safety guidelines.
- **Distribution:** Receive and distribute food inventory, nutritional supplies, and other items to ensure implementation of daily nutrition processes.
- **Response to Inquiries:** Respond to inquiries from site and central kitchen staff to provide information and direction regarding delivery status.
- **Transporting:** Transport food items, supplies, and equipment to deliver requested items to designated sites.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Adhering to safety practices.
- Operating standard office equipment and software applications.
- Basic vehicle maintenance.
- Preparing and maintaining accurate records.

Knowledge

- Basic math, including fractions, percentages, and ratios.
- Safety practices and procedures.
- Basic computer use.

Abilities

- Schedule activities, meetings, and events effectively.
- Gather, collate, and classify data accurately.
- Work flexibly with diverse individuals.
- Analyze data and operate equipment using standardized methods.
- Meet deadlines and schedules.
- Communicate effectively and work as part of a team.

Responsibility

Work under limited supervision following standardized practices and methods. Direct other personnel within a department or work unit. Operate within a defined budget. Utilize resources from other work units as needed. Significantly impact the organization's services.

Work Environment

Significant lifting, carrying, pushing, and pulling. Some climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 30% sitting, 40% walking, and 30% standing. Performed under some temperature extremes and exposure to risk of injury or illness.

Experience

Job-related experience with increasing levels of responsibility required

Education:

High school diploma or equivalent

Certificates and Licenses

Valid Driver's License and evidence of insurability

Required Testing

Post Offer Physical Exam

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SO