Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Child Nutrition Warehouse & Delivery Services Supervisor**	FLSA Status:	**Exempt**
Job Family:	**Professional**	Pay Range:	**A/P Schedule, Grade Z**
Prepared/Revised Date:	**August 21, 2026**	Job Code:	**61319**

SUMMARY: Responsible for the supervision and performance of all warehouse functions for Child Nutrition purchases including receipt, inspection and distribution of goods. Supervise delivery drivers and utility drivers. Perform appropriate inventory control techniques. Responsible for efficient and cost-effective management of Child Nutrition food, supplies and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Monitor and maintain accurate warehouse inventory levels using computer system and physical inspections. Communicate inventory variances and abnormalities to Purchasing and Child Nutrition office to ensure proper rotation and flow of goods to and from kitchens. Monitor, communicate and ensure kitchen, commodity and purchasing orders are completed accurately and on schedule. Communicate with department director, area supervisors, buyers, office staff and kitchens as needed.
2. Coordinate, assign and perform scheduled warehouse receiving, storage and delivery functions. Receive deliveries from vendors and assist with inspecting goods, dating new product, stocking deliveries, tracking inventory, and filling orders for PSD sites by following FIFO. Safely load and unload materials using forklift, dolly, electric and non-electric pallet jack, wagons, carts, and other equipment. Properly maintain and store product and equipment. Perform minor maintenance on department equipment and vehicles.
3. Supervise, coordinate and perform daily physical transfer of food, supplies, and equipment to and from schools, departments, businesses or other outside agencies according to high standards of sanitation and safety per federal, state and department guidelines. Ensure planned route, schedules and district policy are followed. Perform and document daily pre-trip and post-trip inspections. Perform delivery and utility driver functions as needed.
4. Train drivers on computer system and management of inventory including receiving, ordering, dating, inspection, delivery and transportation. Ensure staff follow scheduled hours and department procedures. Attend required departmental training.
5. Assist with on-call coverage for emergencies.
6. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of GED
- At least two years and up to and including three years of experience
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Commercial driver's license (CDL) required
- Certified Forklift Operator License Required
- ServSafe Certified
- CDL Certified Trainer preferred
- Emergency First Aid certification preferred
- Pass Department of Transportation (DOT) physical
- Must meet district driver insurability requirements

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Critical thinking and problem solving skills
- Ability to manage multiple priorities
- Ability to read and follow instructions
- Basic reading, writing and math skills
- Ability to be part of work with a team as well as create, coach, and mentor
- General knowledge of warehousing, handling, shipping, receiving, storing, inventory desired
- Knowledge of food safety
- Ability to effectively train employees and students in various warehouse and driving skills (CDL Certified Trainer preferred)
- Ability to communicate positively with customers, staff, parents and supervisors
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office and other department software packages.
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with pallet jacks, forklifts, box truck liftgates and jump boxes

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Child Nutrition	
Direct reports:	Child Nutrition Warehouse Worker Driver I/II	4

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts				X
Work in high, precarious places		X		
Fumes or airborne particles				X
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)			X	
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	X

VISION DEMANDS:	Required
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	