

Job ID 1023037

Full/Part Time

Location 065 - Como Service Center

Regular/Tem... Regular

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General Information

Saint Paul Public Schools is looking to hire a Warehouse and Distribution Worker Lead - 12 Months

A civil service eligible list will be created from this posting and remain in use for all Warehouse and Distribution Worker Lead 12 mo vacancies that occur in this title for a year from the date of the exam. Eligible candidates will be notified of the testing date via e-mail after applicants have been screened for minimum qualifications.

Position Summary

Performs advanced skilled warehouse, inventory, logistics, and distribution work supporting District operations through the ordering, receiving, inspecting, storing, inventory control, picking, routing, and delivery of food products, commodities, supplies, equipment, mail, and other materials. Ensures inventory accuracy, regulatory compliance, efficient warehouse and distribution operations, and high-quality customer service. Coordinates daily warehouse activities, provides work direction to assigned staff, resolves operational issues, and supports continuous improvement initiatives.

Reporting Relationship

Reports to the Assistant Director or designee.

The Lead Distribution Clerk exercises moderate supervision over distribution clerks, other distribution employees and temporary workers as assigned

Minimum Qualifications

- High school diploma or equivalent (GED).
- Two (2) years of progressively responsible experience in distribution warehouse operations, which includes at least one (1) year of delivery driving experience. Equivalent experience that provide the required knowledge, skills, and abilities may be considered.
- Valid Minnesota Class D Driver's License, or an equivalent out-of-state driver's license at the time of hire, with a driving record free of license suspensions or revocations during the three (3) years immediately preceding appointment.

Preferred Qualifications

- Associate's degree in Supply Chain Management, Logistics, Business Administration, Warehouse Operations, or a related field.
- Two years of experience operating warehouse equipment and using computerized inventory, purchasing, or warehouse management systems.
- Three (3) or more years of progressively responsible warehouse, logistics, inventory, or distribution experience.

- Experience coordinating the work of warehouse or distribution staff.
- Experience in food service warehouse operations, including HACCP, USDA commodities, and food safety compliance.
- Experience working in a K-12 school district, government, healthcare, or other large, multi-site organization.
- Forklift certification.
- Knowledge of OSHA warehouse safety standards and continuous process improvement principles.

Responsibilities

Leadership and Operations

- Assigns, coordinates, monitors, and reviews the work of distribution personnel to ensure safe, efficient, and timely warehouse and delivery operations.
- Coordinates daily warehouse, receiving, inventory, and distribution activities to meet operational priorities and customer service expectations.
- Prioritizes workloads, reallocates resources, and responds to changing operational demands, staffing needs, and emergency requests.
- Resolves operational issues involving deliveries, inventory discrepancies, equipment failures, and customer concerns.
- Coordinates communication among warehouse staff, drivers, school personnel, vendors, partners, supervisors, and District departments to support efficient operations.

Warehouse, Inventory, and Distribution

- Receives, unloads, inspects, stores, picks, stages, loads, and delivers food products, commodities, equipment, supplies, mail, and other materials for schools, departments, and partners.
- Operates warehouse equipment and District vehicles in accordance with District procedures and applicable safety regulations.
- Verifies incoming shipments for accuracy, condition, quality, expiration dates, and compliance with purchase specifications.
- Inspects food products to ensure compliance with HACCP requirements, food safety regulations, and District quality standards.
- Fills orders while maintaining inventory accuracy and established delivery schedules.

Inventory Management

- Conducts physical inventories, cycle counts, reconciliations, and inventory audits.
- Monitors inventory levels and usage trends and recommends replenishment to maintain operational continuity.
- Orders food products, commodities, supplies, PPE, equipment, and other materials in accordance with District purchasing procedures.
- Reconciles purchase orders, packing slips, invoices, and receiving documents and resolves discrepancies.
- Maintains accurate inventory and purchasing records within warehouse management systems.

Vendor and Equipment Coordination

- Coordinates vendor deliveries, returns, warranty claims, and replacement of damaged or incorrect merchandise.
- Coordinates preventive maintenance and repair of warehouse equipment, material handling equipment, and District delivery vehicles.
- Assists vendors and contractors to ensure compliance with District procedures.

Safety and Compliance

- Provides training on warehouse operations, equipment use, food safety, PPE, and safe material handling practices.

- Monitors compliance with OSHA, HACCP, DOT (as applicable), food safety regulations, and District policies.
- Maintains a safe, clean, and organized warehouse through inspections, hazard identification, and corrective action.

Customer Service and Continuous Improvement

- Responds to inquiries regarding orders, deliveries, inventory availability, and warehouse operations.
- Identifies and recommends improvements to warehouse operations, inventory control, routing, workflow, and customer service.

Records and Documentation

- Maintains warehouse records, inventory reports, delivery documentation, vehicle logs, maintenance records, safety records, training documentation, and related operational reports.
- Maintains documentation supporting purchasing, receiving, inventory control, audits, regulatory compliance, and financial accountability.
- Coordinates the transfer, redistribution, or disposal of inventory in accordance with District policies and applicable regulations.

Workplace Culture & Engagement

- Contributes to an inclusive, respectful, and safe workplace aligned with District values.
- Builds collaborative relationships across departments and stakeholder groups.
- Supports a student-centered service culture focused on quality, equity, and operational excellence.

Performs other related duties as assigned to support Nutrition Services operations and district priorities.

Knowledge, Skills, and Abilities

- Knowledge of warehouse operations, inventory management, purchasing, receiving, shipping, distribution, logistics, and inventory control principles.
- Requires moderate computer proficiency, including the ability to use email, spreadsheets, and warehouse management software to communicate, track inventory, maintain accurate records and prepare reports. Must be comfortable learning and using technology to support daily warehouse and distribution operations.
- Knowledge of applicable OSHA regulations, HACCP requirements, food safety standards, PPE requirements, and safe operation of warehouse equipment and delivery vehicles.
- Skill in coordinating warehouse operations, organizing workflow, prioritizing multiple demands, and adapting to changing operational needs.
- Skill in providing work direction, training, and support to staff while promoting teamwork, accountability, safety, and quality service.
- Ability to inspect shipments, reconcile inventory discrepancies, maintain accurate records, and ensure compliance with purchasing procedures and regulatory requirements.
- Ability to analyze operational issues, evaluate alternatives, implement practical solutions, and recommend process improvements that improve efficiency, accuracy, and service.
- Ability to communicate effectively and establish productive working relationships with employees, supervisors, vendors, school staff, and other stakeholders.
- Ability to use standard office software, email, spreadsheets, and warehouse technology to support daily operations and learn new technologies as needed.
- Ability to exercise sound judgment, manage multiple priorities, work independently, and maintain accuracy and attention to detail in a fast-paced environment.

Pay, Benefits and Work Schedule

This is a 12 month position working 40 hours per week.

Pay range for this position is: \$25.00-30.97

Maximum hiring step = step 5 (five)

The full salary schedule is listed in the AFSCME contract. Salary information for this job posting can be found at this link (<https://www.spps.org/about/departments/human-resources/labor-agreements>) and by selecting the "AFSCME" Labor agreement.

Benefit information for this position can be found at this [link](https://www.spps.org/about/departments/human-resources/benefits/benefit-summaries-by-bargaining-unit) (<https://www.spps.org/about/departments/human-resources/benefits/benefit-summaries-by-bargaining-unit>) and by selecting the "AFSCME - Full Time" link.

How to Apply

To be considered further, please apply for this position and attach a resume and cover letter to your online application.

The Human Resource Department will review your application materials and contact you regarding the next steps.

To attach additional documents to your online application, click on the "Additional Attachments" link from the applicant homepage and upload your documents as attachments. Valid file extensions for attaching a document include .doc, .txt, .rtf, and .pdf.

This position will remain open until filled.

Other Information

Transcript - Unofficial transcripts are accepted at the time of hire. You must submit official transcripts within 30 days of your start date. Formal credential evaluation is required for post-secondary education completed outside of the United States.

Veteran's Preference - If you are an eligible veteran applying for a job where veteran's preference applies and wish to claim Veterans Preference you must submit a legible copy of your DD214 to the Human Resource Department with your employment application. If your claim is approved, five or ten additional points will be added to your final passing score.

Criminal Background Investigation and Reference Checks - Reference checks and a criminal background investigation will be completed as a condition of hire for all new employees and for former employees who have not been employed by the District for more than six months.

Essential Functions

Essential functions are job duties that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation through the Americans with Disability Act (ADA) and the Americans with Disability Amendments Act (ADAAA). The essential functions are typical duties as outlined under Responsibilities.

Regular and reliable attendance.

May be exposed to various cleaning products

Physical and Mental Requirements

The physical and mental demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

Ability to perform medium to heavy physical work, including lifting, carrying, pushing, and pulling materials, supplies, food products, and equipment weighing up to 50 pounds regularly and heavier items with assistance or mechanical equipment.

Ability to stand, walk, bend, stoop, kneel, crouch, reach, climb, and twist throughout the workday.

Ability to load, unload, move, and position materials using manual methods and material-handling equipment.

Ability to safely operate warehouse equipment and District vehicles, including frequent entering and exiting of vehicles.

Ability to perform repetitive physical activities, including lifting, sorting, scanning, labeling, picking, packing, and

stocking inventory.

Ability to use visual acuity to inspect products, read labels, identify damage or expiration dates, operate equipment, and complete inventory transactions.

Ability to use hand and finger dexterity to operate warehouse equipment, handheld scanners, computers, and other tools required for inventory and distribution functions.

Mental Requirements

Ability to maintain concentration and attention to detail while performing repetitive tasks with a high degree of accuracy.

Ability to adapt to changing priorities, interruptions, and fluctuating workloads while meeting operational deadlines.

Ability to process and retain information necessary to coordinate multiple work activities simultaneously.

Ability to recognize and respond appropriately to changing conditions that may affect safety, workflow, or operational continuity.

Ability to remain composed and effective during high-volume, time-sensitive, or emergency situations.

Ability to interpret written and verbal instructions and apply established procedures consistently.

Ability to maintain sustained focus and situational awareness while working around moving equipment, vehicles, and warehouse operations.

WORKING CONDITIONS

Work is performed primarily in a warehouse, distribution, and storage environment with regular work at loading docks, receiving areas, and delivery locations. Duties require frequent indoor and outdoor work, including exposure to varying weather conditions during loading, unloading, and deliveries.

The work environment includes exposure to moderate to high noise levels, moving warehouse equipment, forklift traffic, cold storage areas, food products, cleaning agents, dust, packaging materials, and other conditions common to warehouse and food distribution operations.

Employees may operate District vehicles on public roadways and are expected to comply with all applicable safety and transportation requirements.

Work schedules may include early mornings, extended hours, or schedule adjustments to support deliveries, inventory counts, emergency operations, or other operational demands.

The position requires consistent use of appropriate personal protective equipment (PPE) and adherence to established workplace safety and food safety practices.

Equal Employment Opportunity

Saint Paul Public Schools is an equal opportunity employer and supports an inclusive workplace environment.

Equity Statement

SPPS is committed to an equitable workforce where all employees represent this commitment through equitable practices in their job position.