

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Warehouse Manager Nutrition Services

Schedule / Grade: HRLY/29

Job Code: 98NTNSV786

FLSA: Non-Exempt

Calendar: ADSUP-Hourly

Benefits: Eligible (Retirees not Eligible)

Contract Type: Notification

Bargaining Unit: None

Revised Date: 09/17/2026

PURPOSE

The Warehouse Manager for Nutrition Services is responsible for overseeing the timely, safe, and efficient operation of all warehouse functions, including the procurement, storage, inventory, and distribution of food, supplies, and equipment to school sites. Duties include receiving and verifying deliveries, rotating stock, monitoring temperatures, fulfilling orders, delivering meals and supplies, and performing minor equipment assembly, repairs, and maintenance. Ensures compliance with all federal, state, and local food safety regulations to support the effective operation of the school nutrition program.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Supervise daily warehouse operations, including receiving, inspecting, storing, and distributing food and non-food supplies.
- Establish, enforce and adjust delivery routes to promote improved efficiency
- Maintain accurate inventory records using computerized inventory systems.
- Schedule and coordinate deliveries to school sites, ensuring accuracy and timeliness.
- Ensure compliance with food safety regulations, including proper storage temperatures, labeling, and First-In, First-Out (FIFO) procedures.
- Train, supervise, and evaluate warehouse staff and delivery drivers.
- Communicate with vendors, nutrition services staff, and school site personnel regarding orders, deliveries, and inventory needs.

- Monitor and maintain warehouse equipment, including refrigeration units and delivery vehicles; coordinate repairs and preventative maintenance.
- Prepare and maintain required records for audits, such as USDA commodity usage, inventory reports, and delivery logs.
- Assist with year-end physical inventory and audit preparation.
- Ensure safety and cleanliness of the warehouse
- Excellent personal hygiene consistent with food health codes.
- Basic computer and math skills required, able to effectively utilize district software.
- Perform other duties as assigned related to the efficient operation of the Nutrition Services department.
- Retrieval and maintenance of confidential files
- Proficiency with warehouse management and inventory software
- Maintains current knowledge of District policies and procedures
- Regular and punctual attendance required
- Must provide excellent customer service to all district staff, parents and students
- Ability to work independently, self-motivated and the ability to work in a team environment

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>.

REPORTING RELATIONSHIPS

Reports To: Director, Assistant Director and Field Supervisors

Supervises: Warehouse employees

QUALIFICATIONS

Minimum:

- High School Diploma or GED preferred
- Forklift and pallet jack experience, certification and maintaining certification required
- Must be able to drive a box truck and maintain valid required MO State Motor Vehicle Operators License
- Supervisory experience.
- Ability to obtain serve safe certified.

- Knowledge of food safety and sanitation practices

Preferred: Excellent interpersonal skills. Previous experience in quantity food preparation is preferred.

Ideal Candidate: Possess excellent time management skills.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Physical Demands

- Exposure to hot, cold, humid, and noisy environments
- Frequently lift 50 lbs. Able to lift up to 100 pounds
- Occasional exposure to hazardous materials, moving mechanical parts, or electrical currents
- Must adhere to safety protocols and wear personal protective equipment (PPE) as needed
- Requires active work that involves walking, bending, kneeling and standing most of the time and involves lifting up to 100 pounds of force on a regular and recurring basis.
- Work performed primarily in warehouse and delivery settings
- Tolerance for loud environments and potential exposure to minor cuts and burns.
- May involve driving in various weather conditions
- Frequent use of hands for gripping and reaching; must have adequate vision, hearing, and communication skills.

Language: Communicate clearly and concisely with other staff members. Speak, understand and write in English.

Computation: Perform basic mathematical functions such as adding, subtracting, multiplying, and dividing.

Reasoning: Interpret instructions furnished in written, oral, diagram or schedule form.

Attendance: Consistent and regular attendance is an essential function of this position.

Sensory Requirements: The position requires normal visual acuity and field of vision, hearing and speaking.

Other Skills: Must have strong interpersonal and organizational skills with excellent attention to detail. Must have self-motivation and the ability to work with little supervision.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer