

## Sweetwater Union High School District

### WAREHOUSE SUPERVISOR - NUTRITION SERVICES

#### **BASIC FUNCTION:**

Under the direction of the Director of Nutrition Services, plan, organize, supervise and participate in District warehousing operations and distribution activities including receiving, processing, storing and issuing of District nutrition services supplies and equipment; assure District nutrition services sites receive timely deliveries; train and evaluate the performance of assigned staff.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, supervise and participate in District warehousing operations and distribution activities including receiving, processing, storing and issuing of District nutrition services supplies and equipment.

Assure nutrition services supplies, materials and equipment are delivered in a timely manner; schedule warehouse and delivery activities; prepare orders for delivery to cafeterias; assure accuracy of outgoing shipments.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions; prepare schedules and staffing assignments to assure proper coverage.

Supervise and participate in the receiving, unloading and inspection of shipments for damage and conformity to purchase order specifications and packing slips; contact vendors regarding shortages, damaged goods or other discrepancies.

Coordinate and participate in the shelving and storage of nutrition services items received in the appropriate section of the warehouse; place food items in racks, coolers or freezers as required; organize and participate in the rotation of perishable and nonperishable inventory as needed; assure food shipments are not spoiled or damaged.

Maintain the warehouse in a clean, orderly, safe and secure condition; maintain correct temperature conditions for food storage and assure nutrition services storage areas are in compliance with applicable laws, codes, rules and regulations.

Drive a District vehicle to various locations along assigned routes to deliver goods as needed; maintain cleanliness of vehicles; service and run safety checks on vehicles.

Operate and assure proper working condition of a variety of warehouse equipment including forklifts, pallet jacks and dollies; operate a variety of office equipment including a calculator, copier, computer and assigned software.

Coordinate and participate in the performance of periodic and annual physical inventories; conduct physical inventories; maintain inventory of warehouse equipment and supplies.

Prepare and maintain a variety of records and reports related to purchase orders, deliveries, inventory and assigned activities; establish and maintain filing systems.

Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to purchase orders, deliveries, equipment, supplies, repairs and assigned activities.

Inspect cafeteria equipment and assure proper operating condition; perform minor repairs; arrange equipment repairs as appropriate.

Make recommendations regarding proper storage, inventory and warehousing procedures and improvements in warehouse efficiency.

Attend assigned meetings.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization, methods, practices and terminology of warehouse operations.

Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.

Principles and practices of supervision and training.

Proper loading and unloading of trucks.

Shipping and receiving procedures.

Operation of equipment used in the receipt, storage and shipping of supplies, food, materials and equipment.

Proper methods of storing equipment, materials and supplies.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Inventory methods and procedures.

Health and safety regulations.

Traffic laws, defensive driving techniques and rules of the road.

Basic math.

**ABILITY TO:**

Plan, organize, supervise and participate in District warehousing operations and distribution activities including receiving, processing, storing and issuing of District nutrition services supplies and equipment.

Assure District nutrition services sites receive timely deliveries.

Train and evaluate the performance of assigned staff

Operate a forklift and other warehouse equipment.

Utilize space efficiently and effectively.

Meet schedules and time lines.

Plan and organize work.

Prioritize and schedule work.

Organize inventory maintenance.

Maintain records and prepare reports.

Operate a computer and assigned software.

Work independently with little direction.

Observe legal and defensive driving practices.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Observe health and safety regulations.

Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years increasingly responsible warehouse experience including one year as a lead.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

Valid Forklift Certification.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Warehouse environment.  
Driving a vehicle to conduct work.  
Regular exposure to fumes, dust and odors.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.  
Hearing and speaking to exchange information in person or on the telephone.  
Seeing to read a variety of materials.  
Standing for extended periods of time.  
Walking.  
Lifting, carrying, pushing and pulling heavy objects as assigned by position.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling and crouching.  
Heavy physical labor.  
Climbing ladders to reach supplies and equipment.

**HAZARDS:**

Working around and with machinery having moving parts.  
Working at heights.  
Fumes from vehicle and equipment operation.  
Driving a vehicle during adverse weather conditions.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410*