



JOB DESCRIPTION
Child Nutrition Warehouse Supervisor

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The Child Nutrition Warehouse Supervisor under the direction of the Child Nutrition Director, supervises the daily activities of the Child Nutrition warehouse to ensure safe and efficient storage and retrieval of district supplies and coordinates all discrepancies with the respective vendors.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Two or more years of experience in warehouse operations
- Valid Texas Driver's License (Class B) insurable with Judson ISD insurance carrier, and a good driving record
- Background experience in materials handling, purchasing, and stock control

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)
- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of inventory and tracking systems
- Ability to operate hand tools and mechanical equipment
- Ability to perform basic arithmetic
- Ability to manage personnel

DUTIES AND RESPONSIBILITIES:

1. Checks in and receives all items delivered to the Food Service Warehouse.
2. Checks deliveries for accuracy on amount, quantity, product code and general description of food and other products delivered as per purchase order.
3. Issues and makes deliveries to all campuses on weekly basis.
4. Maintains accountability system for all stocks and disbursement to all campuses.
5. Takes monthly inventory and report on stock disbursed.
6. Report to Child Nutrition Director on stock that is low – by either counting the inventory or computer printout.
7. Responsible for the storing and distribution of all U.S.D.A. commodity items that enter the warehouse.
8. Supervises warehousemen in their assigned duties.
9. Works with auditor for year-end accountability of all purchased and U.S.D.A. commodities.
10. Processes discrepancy and damage reports and notifies Child Nutrition Director of these and/or substitutions.
11. Follows established safety procedures and techniques to perform job duties.
12. Directs and maintains a safety program for all warehouse employees.
13. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to concentrate, communicate (verbally and written), interpret, understand verbal instructions, read, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry heavy weight (44 pounds or more), stand, sit, walk, climb, balance, stoop, pull, push, reach, hear, perform repetitive hand motions, drive a truck/van. Must be able to work inside and outside in temperature/humidity extremes, noise, slippery surfaces, chemical exposure (asbestos, fumes, vapors, gases, dusts, smoke etc.), works around moving objects or vehicles and machines with moving parts.

SUPERVISORY RESPONSIBILITIES:

Supervises and evaluates warehouse workers

EQUIPMENT USED:

Personal computer, hand tools, forklift, ladder, pallet jack, dolly scaffolding, handtruck and light van

Manual Trades Pay Grade: 6

Days: 240

Wage/Hour Status: Nonexempt

Updated: December 3, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.