

RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: NUTRITION SERVICES WAREHOUSE SUPERVISOR
(Range S-23)**

BASIC FUNCTION:

Under direction of an assigned supervisor, supervise, plan, coordinate and operate of the Nutrition Services dry and cold warehouse and other non-food storage areas; receive and store dry goods, fresh and frozen foods and supplies, assure proper handling and storage; maintain current receiving, requisition and inventory records; pull and distribute warehouse stock on requisition; prepare periodic reports; train and direct the performance of assigned staff.

REPRESENTATIVE DUTIES:

Supervise and perform Nutrition Services warehouse operations including receiving, marking, storing and issuing of food and non-food items, materials, supplies and equipment.

Train and assign the work of storekeeper/delivery drivers and delivery drivers; receive work assignments, distribute and participate fully in the work and assure that scheduled work is completed and meets departmental standards; evaluate the performance of assigned staff, notify supervisor of work load and scheduling problems as necessary.

Inspect and identify shipments of materials, equipment and supplies received to assure compliance with purchase order specifications; identify and report shortages, damaged goods or other discrepancies.

Supervise stock inventories; maintain proper stock level; communicate with Buyer as appropriate.

Plan floor locations, stacking patterns and pallet arrangement.

Fill requisitions and prepare shipments; schedule and supervise delivery procedures.

Maintain accurate files and records.

Oversee and perform activities involving surplus items.

Train, supervise and evaluate assigned staff; conduct grievances at Level I in the assigned area; assist with screening and interviewing job applicants; maintain attendance records for assigned staff.

Operate a computer and assist with data input as required to implement stockroom requisitions.

Provide information to assigned supervisor related to condition of perishable items and prolonged storage of foodstuffs.

Report on the distribution or retention of government commodities; recommend discontinuation of items.

Complete routine reports of work, time and materials.

Assist the supervisor in the development and modification of specialized warehousing policies and procedures; assure appropriate internal control and the proper handling, rotation and storage of foodstuffs, review delivery routes for operational efficiency.

Operate forklifts, pallet jacks, power trucks and delivery vehicles to relocate food supplies as necessary.

Receive, inspect, distribute and store canned, fresh, packaged and frozen foods, materials, equipment and supplies delivered on purchase orders; maintain manual and automated records of receipt and distribution of warehouse items.

Maintain shelves, freezers, refrigeration units and other storage areas in clean and orderly condition.

Provide information to the supervisor of supply and equipment needs.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years increasingly responsible food warehousing involving dry, perishable and frozen foods.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Must be bondable at the time of appointment to and during employment in a position in this class.

Forklift certification.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Modern procedures including shipping and receiving materials, proper and orderly storage, optimum space utilization and stock inventory procedures.

Materials, equipment and supplies used in a Nutrition Services facility.

Business practices related to the purchase, shipment and receipt of goods.

Record-keeping techniques.

Principles and practices of supervision and training.

Health and safety regulations.

District organizations, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Proper methods of storing equipment, materials and supplies.

Technical aspects of field of specialty.

General warehousing methods and procedures.

Safe work practices.

Principles of training and providing work direction.

Automated and manual stores-related recording keeping practices.

ABILITY TO:

Supervise the operation of the Nutrition Services warehouse.

Determine and maintain appropriate stock levels.

Establish and maintain effective storekeeping procedures.

Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Establish and maintain effective and cooperative working relationships with others.
Meet schedules and time lines.
Train, supervise and evaluate the performance of assigned staff.
Organize work to assure timely completion of scheduled work.
Operate mechanized and manual warehousing equipment including a forklift.
Operate a delivery vehicle and observe defensive driving practices.
Maintain accurate and current records of stockroom transactions.
Communicate effectively both orally and in writing.
Read, interpret and follow rules, regulations, policies and procedures.
Use a variety of machines and equipment utilized in the warehouse operations.
Utilize a computer terminal to make entries to established programs and to generate reports.
Operate a calculator.
Compose routine narrative reports and correspondence

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse and outdoor environment.
Driving a vehicle to transport supplies.
Exposure to heat and cold.

PHYSICAL ABILITIES:

Heavy physical labor.
Seeing to distinguish colors and locate supplies.
Dexterity of hands and fingers to operate warehouse and office equipment.
Lifting, carrying, pushing and pulling heavy objects unload heavy supplies and equipment.
Bending at the waist.
Reaching overhead, above the shoulders and horizontally to retrieve and shelve supplies.
Dexterity of hands and fingers to operate warehouse equipment.
Walking or standing for extended periods of time.