



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Warehouse Distribution Manager (Warehouse Supervisor)

**Prepared Date:** 06/22/2022

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### **JOB GOAL:**

The Child Nutrition Warehouse Manager will work cooperatively, effectively and professionally to provide for the efficient operation of a centralized warehouse system and maximum utilization of transportation resources for the best quality food delivery systems with the highest standards of sanitation and safety. The warehouse manager will manage and oversee the receiving, handling, storing, picking, and packing activities within the warehouse, ensuring quality standards are met. The ideal candidate is exceptionally detail oriented: achieving inventory accuracy, coordinate orders, and receiving times, ultimately overseeing the fulfillment of orders received and delivered to multiple sites. Considerable independent judgment and critical thinking is required.

### **TERMS OF EMPLOYMENT:**

Twelve (12) month (245 days) contracts, Pay 802 Grade 10, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:**

**Non-Exempt**

### **QUALIFICATIONS:**

1. Minimum of Associate's degree preferred in a related field from a college or university. Relevant work experience will be substituted for degree requirements.
2. Must have High School diploma or GED.
3. Minimum of three years of successful experience in supervising, warehouse knowledge and operating heavy warehouse equipment.
4. Demonstrated ability in effective written and oral communication skills and in solving problems.
5. Experience with computer operations (Microsoft Excel, Word, etc.) and business software programs and an aptitude to learn related software applications.
6. Must be capable of training, supervising and appraising personnel staff.
7. Ability to deal effectively with the cafeteria managers, vendors and other district employees.
8. Ability to be organized and pay attention to details.
9. Personal attributes must include resourcefulness, initiative, and professionalism when dealing with people, accuracy, dependability and the ability to work under stress.
10. Must have a valid driver's license – no conviction for careless or reckless driving, or DWI in last five (5) years.
11. Must be physically able to lift heavy loads and stand for long periods of time.
12. Must be able to meet the physical requirements of the job and possess the ability to work in all environmental conditions to perform common functions and duties.
13. Must be willing to submit to and pass a drug test and background screening.
14. Applicants should be prepared to show evidence of these qualifications in an initial screening interview.



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### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Determines in cooperation with the Child Nutrition Director, the priorities to ensure the warehouse operates at peak efficiency, with customer satisfaction being the primary goal, by supervising, organizing, directing, and training warehouse employees and establishing, monitoring, and managing operation goals.
2. Develop warehouse operations systems by determining product handling and storage requirements, equipment utilization, inventory management.
3. Train and manage a warehouse team to solve day-to-day operational issues and reach short- and long-term performance goals.
4. Oversee daily operations, while controlling and managing inventory and logistics maintaining statistical and financial records.
5. Review and prepare workflow, manning and space requirements, equipment layout, and action plans while ensuring productivity, quality and customer service standards are met.
6. Maintain a safe and healthy work environment by establishing, following, and enforcing standards and procedures and complying with all local, state and federal regulations.
7. Supervise daily activities of the warehouse, including quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service.
8. Schedule and oversee warehouse team administering stock control and manage the flow and quality of work to maximize efficiency and minimize overtime.
9. Inspect equipment and oversee general maintenance as needed. Schedules workload to ensure that equipment is repaired in a timely manner to prevent disruption of normal food service operations. This may include evening and weekend duty. Responds to emergency situations during or after hours.
10. Meet regularly with warehouse staff to review, analyze, and develop actionable plans for productivity and loss prevention.
11. Participates in meetings, workshops, training seminars, as assigned, for the purpose of conveying and/or gathering information required to perform job functions.
12. Complies with safety and sanitation standards for Child Nutrition food service operations.
13. Oversee and manage logistics utilized to transport products to schools and internal facilities, communicating with drivers and partners to ensure efficient delivery of packages.
14. Supervises the Assistant Warehouse Manager and the Warehouse Staff.
15. Performs other duties as assigned by the Director of Child Nutrition.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.



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### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.