

**SACRAMENTO CITY UNIFIED SCHOOL
DISTRICT
Position Description**

TITLE:	Supervisor IV, Warehouse	CLASSIFICATION:	TCS (Teamsters Classified Supervisors)
SERIES:	Supervisor IV	FLSA:	Non-Exempt
JOB CLASS CODE:	9866	WORK YEAR:	12 Months
DEPARTMENT:	Warehouse & Distribution	SALARY:	Range 22 Salary Schedule G
REPORTS TO:	Manager, Nutrition Services Procurement & Warehouse	CABINET REV APPROVAL:	4-14-2023
		HR REVISION APPROVAL:	3-21-2023
		CABINET/BOARD APPROVAL:	8-8-1968

BASIC FUNCTION: Under the direction of the Manager, Nutrition Services Procurement & Warehouse plan, organize, supervise and participate in daily operations of the district warehouses including Nutrition Services foodservice distribution operations and district supplies, furniture, equipment, instructional materials and district mail services. Direct, train, oversee, and evaluate the performance of assigned staff.

DISTINGUISHING CHARACTERISTICS:

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan, organize and supervise daily operations of district warehouses including receipt, inspection, storage, distribution and delivery of perishable and non-perishable food, Kitchen meals, supplies, furniture, equipment, instructional materials, and district mail. **E**

Lead, supervise, train, direct and evaluate the performance of assigned warehouse staff to ensure successful and timely operations and service to our school sites. **E**

Conduct ongoing staff meetings to improve communication, direct workflow, assign duties, and collaborate to establish a positive teamwork environment among all staff members. **E**

Safeguard all warehouse staff work practices by implementing training programs and communication to increase their knowledge about environmental safety, accident prevention, and driver's safety programs. **E**

Monitor food safety of all food products in the supply chain from delivery, transport, and storage; ensure compliance with health, safety and HACCP requirements; maintain records as required. **E**

Participate in the interview, selection of new employees; process personnel records; make recommendations concerning staffing; and discipline assigned staff according to District policies, procedures, and bargaining agreements. **E**

Monitor receiving, storage, inventory controls, stock rotation, expiration dates, and warehouse distribution of food and supplies. **E**

Receive, record and inspect shipments for damage and conformity to purchase order specifications and packing slips; report shortages and coordinate returns; label and tag District assets according to established procedures. **E**

Prepare, update and maintain records related to store stock, inventory, requisitions and other related matters; submit reports and records of supplies as required. **E**

Develop safe delivery routes; review, monitor and maintain files of DVIR and Truck Refer Unit vehicle inspections; investigate vehicle accidents and maintain related records and materials. **E**

Coordinate maintenance and repair of district trucks, forklifts and pallet jacks; maintain related records as needed. **E**

Plan, organize and supervise district mail and freight sorting and delivery including route planning and scheduling for mail and money pickup and delivery and any other special deliveries and distribution. **E**

Review, monitor and maintain warehouse budgets for equipment and vehicle repair costs, supplies, fuel, and labor costs. **E**

Organize removal of e waste, obsolete textbooks, and surplus items for district sites in accordance with policies and procedures. **E**

Act as liaison with district sites, departments, outside agencies, and businesses to coordinate receipt and distribution of materials and supplies. **E**

Supervise and/or operate material handling equipment such as pallet jacks and forklifts; assist in the loading and offloading of all incoming and outgoing deliveries; stage and or pack orders for shipping and storage as needed; operate a delivery truck. **E**

Supervise the state-required training, testing, and certification of warehouse personnel who operate forklifts; maintain records of valid CA driver's licenses and Serve safe certifications. **E**

Conduct periodic and annual inventory of all food and district stock items; make recommendations and implement procedures to reduce inventory variances and miss-picks. **E**

Conduct inspections of warehouse ensuring compliance with federal, state and district requirements and regulations. Supervise ongoing maintenance and cleaning of warehouse facility and delivery trucks. **E**

Maintain a working knowledge of the latest developments in warehousing and distribution center techniques and related technology and make recommendations for improvements. **E**

Assist in the development of policies and administrative guidelines related to assigned areas of responsibility. **E**

Operate a computer to input, output, update, and access a variety of records and information; maintain records and generate reports, lists, and summaries; operate standard office equipment. **E**

Advise, collaborate, and problem solve with district administrators and management to improve efficiencies and procedures that enhance service and reduce costs. **E**

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations and others; respond to phone calls, e-mails, and other communications. **E**

Promote teamwork by sharing knowledge, cooperating with others, participate in meetings and work groups and support the goals and objectives of the department and the District. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years' experience in warehousing and distribution including experience driving large vehicles with power-lift gates. Preference will be given for applicants with 2 years of supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Hold a current Serve Safe Food Manager Certificate; Forklift Operator Certificate; valid California driver's license; proof of automobile insurance; employee entrance evaluation (lifting test); and Department of Transportation district drug and alcohol testing.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic methods, practices, and terminology used in warehouse operations
- Procurement procedures associated with ordering, receiving, processing, storing, and delivering supplies and equipment.
- Principles and practices of effective supervision techniques.
- Warehousing, distribution, multisite logistics, and inventory controls.
- Reading and writing English communication skills.
- Basic math skills.
- Proper methods of lifting.
- First in/First out inventory methods and practices.
- Hazard Analysis Critical Control Program (HAACP).
- Safe driving practices and traffic laws.
- Local street names and geography.
- Preventive maintenance requirements of automotive equipment.
- Safety procedures related to operation of forklifts, pallet jacks, and other warehouse equipment.
- Interpersonal skills using tact, patience, and courtesy.
- District organization, operations, policies, and objectives.
- Health and safety regulations, and personal and equipment hazards and safety precautions of a high volume working distribution warehouse.

ABILITY TO:

- Perform the basic functions of the position. Shelve, arrange and label stock.
- Operate a forklift and other warehouse machines and equipment.
- Drive a truck and pick up and deliver supplies, equipment, and materials. Operate heavy hand-truck loads.
- Maintain inventory and conduct inventory counts.

- Perform mathematical calculations quickly and accurately.
- Drive trucks in confined areas and while children are present.
- Lift heavy objects according to safety regulations.
- Keep accurate and current records of stock transactions.
- Understand oral and written directions.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Teach and observe legal and defensive driving practices.
- Meet state and district standards of professional conduct as outlined in Board Policy.
- Detailed oriented with time management and organizational skills.
- Maintain current knowledge of applicable laws, codes, rules and regulations including State Education Code, SCUSD Board policies, and bargaining unit contracts related to assigned duties.
- Operate a computer and related software to enter data, maintain records, and generate reports.
- Communicate effectively, and maintain cooperative and effective working relationships with others.
- Supervise, evaluate, coach, train, and direct the performance of assigned staff members.
- Maintain confidentiality as appropriate.
- Meet schedules and timelines.
- Utilize effective leadership skills that work well within a team setting.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor and outdoor work environment; drive a vehicle to conduct work; subject to fumes and noise from vehicle equipment; subject to inclement weather or other adverse conditions such as hot and extreme cold temperatures and dusty areas.

SAMPLE PHYSICAL ABILITIES:

Lift heavy objects; lift warehouse stock, work with heavy lifting machinery; reach overhead, above the shoulders and horizontally; stand and walk for extended periods of time; bend at the waist; dexterity of hands and fingers to operate warehouse equipment.

SAMPLE HAZARDS:

Working on ladders and scissor lifts and heavy lifting machinery. Drive a vehicle during adverse weather conditions;