

Griffin-Spalding County School System

Title: School Nutrition Warehouse Manager	Location: Support Staff
Job Details: 188 Days/Non-Exempt/Full-Time	Reports To: Director of Nutrition
Updated: 7/01/2018 Reviewed: 03/07/2023	Salary Schedule: Classified Pay Grade: SB

JOB SUMMARY

The School Nutrition Warehouse Manager assists in developing plans and procedures for carrying out the mission and policies of the School Nutrition program. This employee serves as support to the food service operations by operating and maintaining the Nutrition Department Warehouse and its services to ensure that inventory, storage, deliveries and other processes are handled in accordance with Federal, State, and Local standards.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Performs general warehouse duties to include receipt, storage, and maintenance of central dry and temperature controlled foods and supplies
- Develops and implements delivery system of goods from central storage to schools
- Communicates with Central Office on a regular basis regarding warehouse processes and procedures from central storage as well as for individual schools
- Maintains inflow and outflow of food and supplies for program
- Documents accurate records for proper temperature maintenance of refrigeration equipment and requests service as needed
- Maintains central delivery truck to include requests for maintenance, cleaning, and security
- Maintains accountability system for acceptance of goods, delivery of goods and end of inventory
- Organizes warehouse by labeling stock and maintaining information on supplies, delivery availability, and level of usage
- Is familiar with current practices related to correct procedures of shipping, receiving, and storage of goods
- Arranges for pick-up of foods and supplies that are overstocked in the school storage area (kitchens), and for summer storage
- Assists managers with their day to day situations and concerns regarding receipt, storage, and availability of goods from central storage
- Unloads frozen foods from tractor trailer and places them in the freezer
- Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport
- Maintains manual and electronic documents, files and records for the purpose of documenting activities and providing materials and reliable resource information
- Operates warehouse equipment for the purpose of moving large and heavy items safely and effectively
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Prepares orders by pulling from stock for the purpose of meeting food delivery requirements
- Provides quality customer service for the purpose of maintaining an effective and efficient work environment
- Demonstrates excellent customer service skills with school staff and vendors at all times
- Assists with maintenance activities of warehouse and when time and expertise permit, helps with minimal school kitchen and cafeteria maintenance and odd jobs as requested
- Adheres to prescribed dress code
- Assists with transporting, set-up, and breaking down of catering and other functions
- Cleans warehouse for the purpose of maintaining a safe and sanitary work area

- Purchases designated items from local vendors according to purchasing policies as requested
- Maintains HACCP standards for warehouse and delivery vehicles
- Assists with delivery, set-up, serving, clearing and cleaning of satellite serving sites
- Pulls stock to fill daily food orders and delivers to schools on a timely basis
- Maintains confidentiality of records and information
- Understands and operates under FIFO (First in-First out) principles
- Follows all applicable safety rules
- Performs other related duties and responsibilities as assigned, for the purpose of ensuring the efficient and effective functioning of the nutrition department
- Maintains prompt and regular attendance

SUPERVISES

- No supervisory responsibilities

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Three (3) years of closely related work experience
- Valid Georgia driver's license

PREFERRED QUALIFICATIONS

- Experience with procurement processes
- Experience in food service
- CDL license
- Certified to operate forklift

COMPETENCIES NECESSARY TO DO THE JOB

- Ability to operate pallet jack and a van or light truck
- Good communication skills (oral and written) as well as the ability to interpret and follow instructions
- Demonstrated proficiency in computer skills including Microsoft Office programs and/or Google Enterprise Skills (Focus on word processing and advanced spreadsheet competency)
- Excellent written and verbal communication skills
- Excellent interpersonal, customer service, organizational and logistics skills
- Serv-Safe Manager Certification must be obtained within 90 days of hire
- Ability to work well independently and as part of a team
- Skilled with time management and productivity
- Ability to navigate multiple tasks with efficiency
- Ability to meet mental and physical demands of position
 - o Frequent stooping, reading standing, walking lifting, pushing, climbing, crawling
 - o Lift, carry, push/pull seventy-five (75) pounds on a frequent basis and heavier weight with assistance
 - o Repetitive motions
 - o Exposure to extremes of heat and cold
 - o Maintain emotional control under stress
 - o Ability to be regularly, predictably and reliably at work

EVALUATION

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Griffin-Spalding County School System does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.