

Job Description

Job Title: Assistant Warehouse Manager

Supervisor: Warehouse Supply & Logistics Supervisor

Pay Grade: 28

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Responsible for the operation and supervision of the child nutrition warehouse. Coordinates the deliveries of food to child nutrition sites, ensuring their proper temperatures are maintained. Supervise the loading and unloading of delivery trucks with the ability to operate a fork lift. Supervises orders being pulled for the next day deliveries to school sites. Drives delivery trucks with required license endorsements, when necessary, in a safe manner.

Essential Duties

1. Trains and supervises personnel in the child nutrition warehouse.
2. Supervises the loading and unloading of delivery trucks and has the ability to operate a fork-lift.
3. Drives trucks with required endorsements, when necessary, to sites; unloads and assists in putting foods in appropriate places as necessary.
4. Maintains required forms and records as assigned by the Child Nutrition Services Office and Warehouse Supervisor.
5. Checks vendor's delivery trucks to the warehouse for accuracy.
6. Checks pulled food orders on warehouse trucks before departure to school sites.
7. Assures accuracy of inventory.
8. Performs other duties as assigned.
9. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a high school diploma or equivalent. The ability to read and write in English and follow written and oral instructions. Possession of a valid motor vehicle operator's license issued by the Commonwealth of Virginia. CDL licensing with air brake classification will be required within 60 days of employment. Forklift Trainer Certification & Serv-Safe Certification will be required within a reasonable length of time. Ability to lift 50 pounds and follow safety precautions to avoid injuries of minor cuts, falls, bruises and sprains. Ability to complete written forms and records.

Working Conditions & Physical Requirements

Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 50 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/cafeteria and warehouse environment. The child nutrition warehouse is a cold storage facility with temperatures ranging from -5 to 70 degrees. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Warehouse Couriers

Supervision Received: Warehouse Supply and Logistics Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Assistant Warehouse Manager will be required to follow any other instructions and to perform any other related duties as assigned by the Warehouse Supply & Logistics Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received a copy of this job description and understand the contents.

Employee Name (Print)

Signature

Date

Revised 01/19 CR