Little Rock School District
JOB DESCRIPTION

Position Title: Assistant Warehouse Manager- Child Nutrition
Prepared Date: 12/09/2021

JOB GOAL:
The Child Nutrition Assistant Warehouse Manager will work cooperatively, with all child nutrition personnel of the Little Rock School District to provide for the receiving, storage, and distribution of central warehouse items; the transportation of food by a designated food delivery system with the highest standards of sanitation and safety; and maintaining a system of property accounting child nutrition property.

TERMS OF EMPLOYMENT:
Twelve (12) month (245 days) contract, Pay 802 Grade 09, 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 required in a related field from a college or university. Relevant work experience of current LRSD employees may be substituted for degree requirements in this job description.

2. Evidence of three years of successful work experience in inventory control procedures, sanitation, and safety requirements of food storage facilities, and/or food transport systems.

3. Evidence of three years successful work experience and knowledge of food service small equipment.

4. Data entry experience and basic computer knowledge required.

5. Evidence of five years of successful work experience in ordering and distribution of foods and/or supplies in large quantities.

6. Minimum of three years of supervisory experience or evidence of strong supervisory skills.

7. Demonstrated ability in effective oral and written communication skills.

8. Other qualifications as the Board and Administration may consider appropriate

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
Little Rock School District

JOB DESCRIPTION

intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Supervises and directs the receiving and storage of all food and supplies at the district child nutrition warehouse.

2. Supervises and assists in the mechanics necessary for the disposition of warehouse requisitions from pulling orders for delivery to receipt of requisitioned items at the specified destination.

3. Utilizes proper inventory-control procedures in receiving, storage, and distribution of all warehouse items.

4. Maintains security for physical inventory of all warehouse items.

5. Maintains organization and rotation of warehouse stock as specified by distribution manager.

6. Maintains check-system for physical distribution of stock against computer transaction on a daily basis.

7. Coordinates on a regular schedule the maintenance of trucks and equipment in warehouse.

8. Trains warehouse worker/driver personnel on routes as designated by warehouse supervisor.

9. Complies with all health, sanitation, and safety regulations regarding the storage and distribution of food items.

10. Performs routine cleaning and maintenance projects at the district child nutrition facility.

11. Performs operations such as commodity transfers, equipment transfers between schools’ sites and responds to dispatch and emergency deliveries.

12. Dispatches, on schedule, trucks for centralized grocery delivery and food system deliveries.


14. Conduct on-site physical inventory as required.

15. Assists in conducting Safety Training for truck drivers.

16. Performs other duties as assigned.

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.

Mental Functions, Physical Requirements, and Working Conditions:
Little Rock School District

JOB DESCRIPTION

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.