

# Food Service Transportation Operations Supervisor

## Position Details

Class Code: 3900

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, manages the daily logistical operations/staff of the Food Service Department warehouse including receipt, inspection, storage, distribution, loading, and delivery of supplies.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Transmits information and dispatches personnel and vehicles by radio according to established procedures.
2. Receives radio and telephone reports of accidents, delays, and equipment breakdowns, and determines necessary action.
3. Assists with planning delivery routes using a computerized routing system and monitors routes daily; recommends necessary adjustments to routes to correct for overloads, lateness, and related problems.
4. Confers with warehouse management to determine overall product quantities to be shipped.
5. Supervises truck loadings to ensure proper delivery sequence, space utilization and load balance, product damage prevention, quality, and cleanliness.

6. Assists with routing and dispatching trucks for deliveries and transfers of supplies, freight, foods, materials, equipment, and mail.
  7. Assists with verifying the accuracy of quantity, condition, labeling, and address information to ensure consistency with shipping invoices; resolves shipment discrepancies.
  8. Checks daily truck reports for proper completion and usage.
  9. May drive any truck or tractor-trailer combination as permitted with a Class A Commercial Driver License to schools, departments, warehouses, and storage centers and may hook and unhook trailers.
  10. Operates a forklift, hand truck, pallet jack, and electric cart, to load/unload delivery vehicles.
  11. Schedules and arranges safety inspections of trucks.
  12. Implements training and safety programs.
  13. Assists with overseeing the schedules and work of staff, as assigned.
  14. Works with staff to ensure a high-performance, customer service oriented work environment that supports the department's mission and goals.
  15. Maintains compliance with occupational safety regulations and labor agreements.
  16. Conforms to safety standards, as prescribed.
  17. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

This position assists with the planning, coordination, and supervision of logistical operations including utilizing a computerized routing system to plan, coordinate, and supervise the loading and routing of temperature-controlled food and supplies.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of the principles, practices, and techniques of logistical operations.
2. Knowledge of occupational safety regulations, safe work practices, safety equipment related to the work performed, Occupational Safety and Health Administration (OSHA) regulations, safety procedures, and Hazard Analysis Critical Control Point (HACCP).
3. Knowledge of state, local, and federal laws and other governmental regulations that affect and govern commercial motor vehicles.
4. Knowledge of customer service principles and techniques.
5. Knowledge of routing, scheduling, and route consolidation.

6. Knowledge of methods of handling supplies and equipment in loading and unloading heavy-duty equipment.
  7. Knowledge of shipping and receiving methods and related clerical procedures.
  8. Ability to perform multiple tasks and a variety of duties.
  9. Proficient with computer-based management systems for inventory control, shipping operations, fleet management, and fulfillment services.
  10. Proficient with Microsoft Office Suite, Google Workspace, and/or similar programs.
  11. Ability to develop and apply procedures.
  12. Ability to train employees.
  13. Ability to plan and organize work.
  14. Ability to investigate and resolve problems.
  15. Ability to coordinate activities with schools and departments.
  16. Ability to meet predetermined deadlines.
  17. Ability to work flexible hours or shifts.
  18. Ability to make quick and accurate decisions.
  19. Ability to effectively work under pressure with frequent interruptions.
  20. Ability to communicate effectively, both verbally and in writing.
  21. Ability to work effectively with District personnel.
  22. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, facsimile machines, etc.).
  23. Ability to operate powered pallet jack, fork truck, and reach truck.
  24. Ability to recognize and report hazards and apply safe work methods.
  25. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Five (5) years of experience driving a truck tractor-trailer combination or a truck and trailer combination in truck operations, with responsibility for or participation in checking, receiving, sorting, loading, and unloading supplies and equipment on trucks and trailers.

## **Licenses and Certifications**

1. A valid Class A Commercial driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. If valid Class A commercial driver's license is not in possession at the time of application, a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada must be in possession and the Class A commercial license must be obtained within five (5) months of hire date. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Hold or be able to obtain forklift qualification card from the Clark County School District. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

Applicants/employees are subject to all aspects of mandatory drug and/or alcohol tests as required by law and/or Clark County School District regulations and procedures.

## **Preferred Qualifications**

OSHA 10-hour General Industry Outreach Training completion card.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
  2. A valid Class A Commercial driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  4. Forklift qualification card, if applicable
  5. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District - Schools and other District facilities.

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## **Work Environment**

### **Strength**

Light/medium - exert force of 10-20 lbs., constantly; 20-50 lbs., frequently; and 50-100 lbs., occasionally.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### **Environmental Conditions**

Varies from a climate-controlled office setting, walk-in freezers, to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### **Hazards**

Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Various District-issued/personal vehicles, various computers and software applications, telephones, fax machines, copy machines, two (2)-way radios, hydraulic lift-gates, trailers with refrigerated units, forklifts, pallet jacks (electric), ladders, hand trucks, etc.

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### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age,

military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 05/08/23
- Created: 02/03/22