

# Food Service Warehouse Supervisor

## Position Details

Class Code: 5300

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 direction, supervises the operation of a large food service warehouse and the delivery of food to schools.

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## Essential Duties and Responsibilities

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

1. Supervises and participates in receiving, recording, storing, and shipping of supplies, equipment, and dry and frozen food items.
2. Operates a forklift, hand truck, pallet jack, and electric cart, to load/unload delivery vehicles, store stock, and maintain storage areas.
3. Organizes warehouse storage areas.
4. Advises employees on care and preservation of items received, stored, and shipped.
5. Maintains running inventory control of warehouse items.
6. Schedules and supervises yearly inventory.
7. Supervises pick-up, delivery, and storage of frozen food.
8. Prepares and schedules delivery routes to schools.
9. Receives and resolves problems involving deliveries to schools.

10. Inspects trucks for interior cleanliness and arranges maintenance and repairs.
  11. Trains and evaluates employees.
  12. Maintains security of food service warehouse.
  13. Conforms to safety standards, as prescribed.
  14. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves responsibility for receiving and storing of food items that may include work in walk-in freezers for an extended period of time, and the delivery of food to schools.

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

1. Knowledge of warehousing practices and procedures.
  2. Knowledge of inventory practices and procedures.
  3. Ability to develop and apply procedures.
  4. Ability to supervise and evaluate employees.
  5. Ability to train employees.
  6. Ability to plan and organize work.
  7. Ability to investigate and resolve problems.
  8. Ability to coordinate activities with schools and departments.
  9. Ability to meet predetermined deadlines.
  10. Ability to work flexible hours or shifts.
  11. Ability to cooperate with administrators, faculty, parents, students, and other employees.
  12. Ability to recognize and report hazards and apply safe work methods.
  13. 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. Three (3) years of progressively responsible warehouse experience including one (1) year of supervision.

## **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. 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. 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.

## **Preferred Qualifications**

None Specified.

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

1. Copy of a valid driver's license that allows the applicant/employee to legally operate a vehicle in Nevada.
  2. Copy of current driving history (dated within six (6) months from date printed) issued by the DMV.
  3. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  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, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and 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 computers and software applications, telephones, fax machines, copy machines, two-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: 06/02/23
- Created: 10/25/91