

# Food Service Warehouse Operations Manager

## Position Details

Class Code: 5301

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 60 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, plans, organizes, and manages the daily workflow of activities in the Food Service Department warehouse and leads storing, inventorying, palletizing, and distributing temperature-controlled food, materials, supplies, and equipment used by the department.

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## Essential Duties and Responsibilities

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

1. Prioritizes, assigns, and leads the work of storing, inventorying, staging, palletizing and distributing materials, supplies, and equipment.
2. Provides guidance and training to employees on policies, procedures, work methods, and safety practices related to inventory management.
3. Inspects and evaluates warehouse, storage areas, and work methods and recommends improvements, as needed; minimizes warehouse shrinkage.
4. Maintains cleanliness and orderliness of the warehouse and storage areas.
5. Uses inventory management systems, Microsoft Office suite software and Google Workspace programs to manage inventory and prepare memos, letters, and inventory reports.

6. Serves as the safety representative for warehouse functions including maintaining Safety Data Sheets (SDS) for supplies.
  7. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; implements new operational practices, as appropriate.
  8. May provide information to support budget development, facility layout planning, and inventory management policy development.
  9. Operates a forklift, hand truck, pallet jack, and electric cart to move and stage large items.
  10. Develops operations and maintenance policies and procedures.
  11. Identifies warehouse optimization opportunities and implementation strategies; sets goals, develops performance metrics, and provides specialized reporting on warehouse activities.
  12. Maintains knowledge of industry best-practices, trends, regulations, and innovations; provides recommendations to the department's administrative team regarding implementation of such practices.
  13. Investigates accidents/incidents to obtain information (i.e., photographs, measurements, diagrams, accident re-construction, etc.) for documentation and to prepare reports/forms for Clark County School District departments and other agencies.
  14. Oversees order fulfillment including batch and manual processing, adjusting orders to match the available inventory, and documenting/archiving changes.
  15. Monitors integrity of products and ensures that food safety standards are met.
  16. Provides leadership and works with staff to ensure a high-performance, customer service oriented work environment that supports the department's mission and goals.
  17. Applies process improvement and quality management principles to assigned areas of responsibility.
  18. Develops training and safety programs.
  19. Organizes and oversees the schedules and work of staff, as assigned.
  20. Hires and supervises staff responsible for all warehouse functions.
  21. Conducts performance evaluations that are timely and constructive.
  22. Handles discipline of employees as needed and in accordance with applicable District policies.
  23. Maintains compliance with occupational safety regulations and labor agreements.
  24. Conforms to safety standards, as prescribed.
  25. Performs other tasks related to the position, as assigned.
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## Distinguishing Characteristics

This is a supervisory classification that oversees and directs all warehouse operations activities within the Food Service Department, including utilizing an inventory management system to plan, coordinate, and supervise the storage and inventory of temperature-controlled food and supplies.

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

1. Thorough knowledge of inventory control methods and procedures, and the rules, regulations, policies, and procedures of the Food Service Department.
2. Knowledge of purchasing practices and procedures.
3. Knowledge of safe work practices and correct techniques pertaining to loading and unloading carriers, handling and storing items.
4. Knowledge of software programs used to prepare documents, spreadsheets, graphs, charts, databases, and inventory control reports.
5. Knowledge of occupational safety regulations and safety equipment related to the work performed, Occupational Safety and Health Administration (OSHA) regulations, safety procedures, Hazard Analysis Critical Control Point (HACCP), and safety practices pertaining to moving, storing, and handling materials.
6. Knowledge of Key Performance Indicator (KPI) principles and practices in assessing inventory management and training methods, techniques, and practices.
7. Knowledge of state, local, and federal laws and other governmental regulations that affect and govern inventory management.
8. Knowledge of management principles, supervisory practices and procedures, and customer service principles and techniques.
9. Ability to train and review the work of employees.
10. Ability to give and follow verbal and written instructions.
11. Ability to ensure that the work environment is safe and free of hazards.
12. Ability to correctly identify items according to specifications and maintain accurate inventories of materials, supplies, and equipment; review inventory reports for accuracy and completeness and identify and resolve discrepancies found in such reports.
13. Ability to perform basic mathematics accurately when inventorying items.
14. Ability to work independently, use sound judgment, and organize and prioritize work.

15. Ability to establish and maintain effective working relationships with those contacted in the course of work.
  16. Ability to communicate effectively verbally and in writing; comprehend and adhere to all security policies, guidelines, and procedures.
  17. Excellent analytical skills.
  18. Ability to perform multiple tasks and a variety of duties.
  19. Proficient with computer-based management systems for inventory control, fulfillment services, and Enterprise Resource Planning (ERP) systems.
  20. Proficient with Microsoft Office Suite, Google Workspace, and/or similar programs.
  21. Ability to develop and apply procedures.
  22. Ability to investigate and resolve problems.
  23. Ability to meet predetermined deadlines.
  24. Ability to work flexible hours or shifts.
  25. Ability to make quick and accurate decisions.
  26. Ability to effectively work under pressure with frequent interruptions.
  27. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, facsimile machines, etc.).
  28. Ability to operate powered pallet jack, fork truck, and reach truck.
  29. 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 progressively responsible supervisory experience in inventory control, warehouse operations, or supplies and equipment distribution.

### **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 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.

## **Preferred Qualifications**

OSHA 30-hour General Industry Outreach Training completion card.

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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, 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 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: 02/03/22