

Warehouse Distribution Supervisor

Position Details

Class Code: 5310

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, plans, coordinates, and schedules multiple shift operations of a large institutional inventory warehouse, storage facilities, and the delivery of food or supplies to schools and other facilities.

Essential Duties and Responsibilities

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

1. Oversees and manages Clark County School District's surplus inventory including pickup, disposal, and sales; ensures only appropriate equipment is sold.
2. Manages surplus equipment in the District's Fixed Asset System; verifies assets have been approved as surplus and properly removed from Fixed Asset System prior to sale or disposal.
3. Works with Environmental Services to properly dispose of hazardous waste material in compliance with Environmental Protection Agency (EPA) standards and requirements.
4. Develops and maintains District recycling programs.

5. Oversees District's used furniture and equipment program including issuing of furniture, inspection of returned furniture, and issuance of credits, as appropriate.
 6. Oversees furniture and equipment moves, transfers, and pick-ups, as requested.
 7. Responds to and corrects product/delivery deficiency reports.
 8. Plans, coordinates, schedules, and supervises the receiving and storage of supplies, equipment, and/or dry and frozen food items.
 9. Plans, trains, supervises, and inspects the work of assigned warehouse and delivery staff.
 10. Plans and organizes warehouse storage areas; assists management office personnel in planning new storage facilities and areas.
 11. Develops specifications for warehouse and delivery vehicles/equipment and makes purchase recommendations to management.
 12. Schedules and supervises semi-annual, annual, and unscheduled inventories; maintains running inventory and control of warehouse items.
 13. Oversees the inspection of trucks for interior cleanliness; coordinates, schedules, and ensures vehicle maintenance and/or repairs.
 14. Inspects physical condition of warehouse and equipment; prepares work orders for repairs and requisitions for replacement equipment and warehouse supplies.
 15. Monitors and assists in the tracking and enforcing Commercial Driver's License (CDL) regulations, drug testing policies, and driver incident/accident investigation reports.
 16. Provides input for the evaluation of assigned staff.
 17. Conforms to safety standards, as prescribed.
 18. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves the responsibility of planning, coordinating, and supervising staff and operational activities of a large warehouse for receiving, storing, and distributing perishable and dry products or equipment and supplies to schools and departments of the District.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of warehouse receiving, storing, and distributing practices and procedures.
2. Knowledge of inventory and bookkeeping practices, and procedures.

3. Knowledge of perishable food products, rotation, and storage.
 4. Ability to learn and operate computer and software applications.
 5. Ability to train and supervise employees; provides input for employee evaluations.
 6. Ability to learn and apply rules, regulations, practices, and procedures as they relate to the District Food Service Program.
 7. Ability to plan, organize, schedule, and prioritize work.
 8. Ability to work rapidly with names, codes, and symbols.
 9. Ability to investigate and resolve problems.
 10. Ability to coordinate activities with schools and departments.
 11. Ability to judge when to act independently and when to refer situations to an administrator.
 12. Ability to work flexible hours and shifts.
 13. Ability to work in confined areas.
 14. Ability to withstand heights and perform work safely.
 15. Ability to cooperate with administrators, faculty, parents/guardians, students, and other employees.
 16. Ability to recognize and report hazards and apply safe work methods.
 17. 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 large scale warehousing and distribution experience; or, Associate's degree from an accredited college or university in a related area (i.e., Accounting, Business Management, or Finance); plus, three (3) years' experience in a large-scale warehouse/distribution facility.

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. Current Southern Nevada Health District (SNHD) Food Handler Safety Training Card.
4. 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

Valid Class A Nevada CDL.

Document(s) Required at Time of Application

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

Clark County School District facilities – offices and schools (i.e., classrooms, computer labs, mechanical equipment rooms, cafeterias, construction sites, etc.)

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 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 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

Exposure to electric 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).

Examples of Equipment/Supplies Used to Perform Tasks

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.

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: 05/22/23
- Created: 12/14/91