



REVISED: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR WAREHOUSE AND TRANSPORTATION
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8836
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Supervises and coordinates the receipt, inspection, storage, assembly, and distribution of all materials, commodities, and equipment. Responsible for compliance with federal and state regulations for all transportation and storage requirements. Responsible for facility security including stock and the physical plant.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates inventory control to ensure the accuracy of issues and receipts
Prepares daily, weekly, and monthly work schedules and monitors work flow activities
Assumes responsibility for all reports as relates to the warehouse and transportation functions of the Center, including maintaining perpetual and semi-annual inventories as required by USDA regulation
Assumes responsibility for maintaining appropriate stock levels of all warehoused items
Supervises, evaluates and trains all employees in the warehouse and transportation area
Assumes responsibility for removal, transfer and recording of all food service equipment districtwide
Develops and implements the Hazard Analysis and Critical Control Points program for the warehouse and transportation areas, in conjunction with supervisor, and is responsible for the safety program for the warehouse and transportation areas
Supervises, coordinates, and authorizes all shipments to and from the Center, including prepared and warehoused items
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
Three (3) years successful experience in warehousing or institutional food service programs
Hazard Analysis and Critical Control Points certification
Valid driver's license
Effective communication skills

#### DESIRABLE QUALIFICATIONS

Professional training in management
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Knowledge of policies and procedures of the school District
Experience in a diverse workplace