

Killeen Independent School District Job Description

Job Title: Lead Distribution Center Cold Storage

Reports To: Supervisor for Warehousing Services

FLSA Status: Non-Exempt

SUMMARY Supervises and coordinates activities of employees concerned with ordering, receiving, storing, inventorying, issuing and shipping food items, food handling equipment, and parts in the Distribution Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervises warehousing and storage for all supplies and equipment.

Supervises receipt of all shipments. Processes receiving, discrepancy, and damage reports, as needed.

Maintain a shipping log

Facilitate yearly Bell County Health inspections

Abide by USDA food storage regulations

Log and maintains expiration, shelf life and use by dates of stocked items

Log and inspect temperature of all received and shipped food items

Moves inventory to various locations manually and by operating mechanical equipment, including forklift, pallet jack, and handcart.

Coordinates vendor delivery schedules

Assist local, state, and federal health inspectors in conducting safety inspections

Loads and unloads delivery truck by hand or by use of MHE

Assumes responsibility for the delivery of all items received at the Distribution Center,

Verifies the correct items are pulled and shipped to proper campuses.

Evaluates complaints received on equipment and supplies and takes appropriate action.

Conducts location surveys, records audits and inventories.

Coordinates with supervisor, school nutrition personnel, health inspectors, and vendors on recalled, re-issued and/or expired items.

Develops and recommends procedures for orderly replacement of existing movable equipment as it becomes obsolete or deteriorates. Recommends remedial action for reported non-usable, slow moving, and excess stock.

Plans layout of warehouse and other storage area considering turnover, size, weight, and related factors of items stored.

Recommends equipment requirements to supervisor.

Maintains locator system.

Maintain vendor receiving control logs

Performs duties of employees supervised.

Performs other such tasks as may be assigned by the Supervisor for Warehousing Services.

SUPERVISORY RESPONSIBILITIES Supervises two to five employees. Carries out supervisory responsibilities in accordance with KISD policies and applicable laws. Responsibilities include training employees, planning, assigning, and directing work, appraising performance, addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED). Some college preferred. Five years of warehouse experience preferred.

LANGUAGE SKILLS Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Continual walking, standing, climbing, stooping, bending, kneeling, and reaching with hands and arms and use hand to finger, handle, or feel. Must be able to lift up to 50 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

| Work in freezers and refrigerators, work outside and inside, work around machinery with moving parts, work around moving objects or vehicles, work on ladders and scaffolding, exposed to dampness, humidity, hot and cold weather, and slippery or uneven walking surfaces. The noise level in the work environment is usually moderate.

OTHER SKILLS AND ABILITIES Ability to operate light truck (Less than 26,000 lbs.) Use computer, hand tools, forklift, ladder, dolly, scaffolding, pallet jack, and hand truck.

| **Revised Date:** December 17, 2018,

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.