

# Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Supervisor, CN Inventory & Equipment		Child Nutrition	Assistant Director, Child Nutrition	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Classified	8	See Employee Compensation Plan	Non-Exempt	July 2025

## **Primary Purpose:**

Coordinate and oversee warehouse receiving and deliveries, coordinate maintenance and repair of all warehouse and kitchen equipment to ensure safe and efficient storage, function and use.

## **Qualification Guidelines:**

### **Education/Certifications:**

High school diploma or GED  
Current CDL- Class B Commercial

### **Special Knowledge/Skills/Abilities:**

Knowledge of computerized inventory and tracking system  
Knowledge of creating and monitoring maintenance schedules  
Knowledge of kitchen equipment repair  
Knowledge of vehicle maintenance  
Ability to operate hand tools and mechanical equipment  
Ability to operate personal computer  
Ability to communicate effectively  
Ability to operate Bobtail Refrigerated- Freezer Truck  
Ability to lift 50 plus lbs.  
Ability to operate Forklift and Electric Pallet Jack

## **Major Responsibilities and Duties:**

### **Equipment**

1. Supervise receipt of all shipments. Process receiving, discrepancy, and damage reports as needed.
2. Move inventory to various locations manually and by operating mechanical equipment, including forklift, pallet jack and hand cart as needed.
3. Load and unload delivery truck by hand, with pallet jack or forklift as needed.
4. Evaluate complaints received on shipments of equipment and supplies and take appropriate action.

*The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email [human.resources@visd.net](mailto:human.resources@visd.net) or contact the HR Executive Director at 361.788.9228.*

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5. Supervise warehousing and storage of supplies, small wares equipment, surplus kitchen equipment and chemicals.
6. Supervise computerized kitchen maintenance records.
7. Supervise maintenance of E control refrigeration monitoring system.
8. Develop and recommend procedures for orderly replacement of existing movable equipment as it becomes obsolete or deteriorates.
9. Assist in ordering food to maintain inventory control.

## Personnel:

10. Assist with selection of warehouse employees.
11. Supervise, evaluate, and train employees assigned to warehouse on inventory controls, pull orders, stocking.

## Safety:

12. Initiate and maintain proper and necessary safety and fire prevention equipment within warehouse and kitchens as prescribed by law and school policy.
13. Oversee and assist with equipment repair in kitchen.
14. Oversee fire Marshall compliance of all vent hood & fire suppression equipment in the kitchens.
15. Operate tools, equipment and machinery according to prescribed safety procedures.
16. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
17. Correct unsafe conditions in work areas and report any conditions that are not correctable to the Assistant Director and Maintenance Department immediately.
18. Follow district and city/county health department sanitation rules.
19. Evaluate, train and supervise employees that operate forklift and pallet jacks according to TASB guidelines.

## Other:

20. Delivery of food products, equipment, and supplies when necessary.
21. Assist with and coordinate warehouse staff for offsite catering duties.
22. Edit and print orders when needed.
23. Maintain – Monitor equipment replacement schedule for all schools and the warehouse.
24. Assist in the coordination of old equipment for the online auction.
25. Arrange the sale of surplus pallets.
26. Utilize carpentry skills as needed for catering events and other assignments.
27. Assist and coordinate outside vendors to access the kitchens for inspection, spraying etc.

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28. Other tasks as assigned by supervisor.

## Supervisory Responsibilities:

Supervise and evaluate the CN Warehouse Manager, warehouse worker(s) and HVAC Repair Technician.

## Equipment Used:

Computer, ladder, dolly, scaffolding, forklift, pallet jack, box knife, small hand tools and delivery vehicles, Bobtail Refrigerated- Freezer Truck

## Working Conditions:

### Mental Demands/Physical Demands/Environmental Factors:

Moderate walking, standing, and/or climbing; heavy lifting and carrying, stooping, bending, kneeling and reaching. Work outside and inside; work around machinery with moving parts; work around moving objects or vehicles; exposure to dampness, humidity, and freezing temperatures; work on ladders and scaffolding; exposure to slippery and uneven surfaces; driving. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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