

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Manager, CN Warehouse		Child Nutrition	Supervisor, CN Inventory & Equipment	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Classified	6	See Employee Compensation Plan	Non-Exempt	July 2025

Primary Purpose:

Manage and participate in daily activities of warehouse to ensure safe and efficient storage, retrieval and delivery of food, supplies and equipment.

Qualification Guidelines:

Education/Certifications:

High school diploma or GED
Current CDL- Class B Commercial (preferred)

Special Knowledge/Skills/Abilities:

Knowledge of computerized inventory and tracking system
Knowledge of creating and monitoring schedules
Ability to operate hand tools and mechanical equipment
Ability to operate personal computer
Ability to communicate effectively
Ability to accurately count inventory, edit and pull orders
Ability to operate Bobtail Refrigerated- Freezer Truck with gross vehicle weight of $\leq 26,000$ lbs.
Ability to lift 50 plus lbs.
Ability to operate Forklift and Electric Pallet Jack

Major Responsibilities and Duties:

Receiving:

1. Manage 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.
3. Load and unload delivery truck by hand, with pallet jack or forklift as allowed.
4. Assume responsibility for delivery of all items received by warehouse to proper school or department on a daily basis.
5. 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 or contact the HR Executive Director at 361.788.9228.

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Inventory:

6. Manage warehousing and storage of all food, supplies and chemicals.
7. Maintain computerized inventory records.
8. Initiate all purchase requests to keep stock items available at all times.
9. Assist in ordering food to keep inventory pars.

Personnel:

10. Assist with selection of warehouse employees.
11. Supervise, evaluate, and train employees assigned to warehouse.

Safety:

12. Initiate and maintain proper and necessary safety and fire prevention equipment within warehouse as prescribed by law and school policy.
13. Operate tools, equipment and machinery according to prescribed safety procedures.
14. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
15. Correct unsafe conditions in work area and report any conditions that are not correctable to your supervisor immediately.
16. Follow district and city/county health department sanitation rules.

Other:

17. Delivery of food products, equipment, and supplies when necessary.
18. Assist with offsite catering duties as assigned.
19. Edit and print orders when needed.
20. Develop- Modify delivery schedule of food, nonfood and chemical products.
21. Organize/Arrange the disposal of recalled or expired products in accordance with USDA and local health codes.
22. Utilize carpentry skills as needed for catering events and other assignments.
23. Drive delivery truck during regular route when employee calls in to work.

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24. Other tasks as assigned by supervisor.

Supervisory Responsibilities:

Supervise and evaluate Warehouse worker(s).

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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