EAST BATON ROUGE PARISH SCHOOL SYSTEM

Job Title: **Supervisor of Warehouse- Child Nutrition Program (CNP)**

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: AD106

Summary: The Supervisor of Warehouse- Child Nutrition Program (CNP) oversees the receipt, inspection, acceptance, storage, inventory control, issuance and/or distribution, and accountability of a large quantity of commodity food, office supplies, computer equipment, cafeteria equipment, and furniture for all elements of the Child Nutrition Program Department.

Essential Duties and Responsibilities:

- Supervises the maintenance and execution of document files necessary to receive, store, issue or deliver food and materials via Child Nutrition Program warehouse truck.
- Obtains authorized signatures for material issued, and location of material for issue at a later date, etc.
- Assists in the performance of scheduled inventories by commodity groups and also as required when errors exist as notified by Data Processing Reports.
- Supervises good housekeeping practices.
- Receives and rotates for delivery USDA commodities.
- Monitors and records temperature of Child Nutrition Program freezers and coolers.
- Supervises and instructs employees who transport meals to satellite schools.
- Performs periodic safety inspections of SFS warehouse.
- Assists in evaluating the performance and progress of subordinate personnel.
- Assists and supervises the receiving and delivery of the USDA commodities and meals for the Summer Feeding Programs.
- Assists in inventory controls, and shipment of warehouse items etc.
- Assists in the planning and provision of storage facilities of items to be stored.
- Prepares and provides a daily attendance and absentee report for all employees under his/her supervision.
- Supervises the preventative maintenance program for truck fleet equipment and facilities utilized by the Child Nutrition Program.

The East Baton Rouge Parish School System and all of its entities (including Career and Technical Education Programs) do not discriminate on the basis of age, race, religion, national origin, disability, or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of disability by Section 504 (42 USC 794). The Title IX Coordinator is Andrew Davis, Director of Risk Management – ADavis6@ebrschools.org, (225) 929-8705. The Section 504 Coordinator is Danielle Staten-Ojo – DStaten@ebrschools.org, (225) 326-5668.

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Education and Experience:

Associates' degree required. Five (5) years experience in large scale warehousing of a large variety of materials, supplies and perishable foods can be substituted for degree requirement. Possession of knowledge of modern warehouse practices, procedures, data processing procedures as they relate to the warehouse function is required. Must have a Louisiana Commercial Driver's License (CDL) Class A.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

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Verifient Link

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.

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