

JOB DESCRIPTION

POSITION TITLE: FNS Warehouse & Delivery Foreman	JOB CODE: 468B
DIVISION: Business Services	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Food and Nutrition Services	WORK DAYS: 258
REPORTS TO: Associate Director, Field Support, Food and Nutrition Services	PAY GRADE: Rank H (NW08) plus Foreman Supplement
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Perform supervisory duties relating to personnel assigned in the operation of the FNS warehouse and to physically assist with all warehouse duties.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Possess and maintain a valid Georgia Commercial Driver's License
3.	Experience: 2 years of increasingly responsible warehouse experience, any combination of training or experience which provides the equivalent level of knowledge and abilities
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities, ability to lift boxes, equipment, and supplies weighing a maximum of 80 pounds. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions, and is frequently exposed to extreme cold and/or heat.
5.	Knowledge, Skills, & Abilities: Written and oral communication; methods of receipt and issuance of supplies and equipment; record keeping procedures associated with the receipt, storage, issuance, and delivery of a variety of food service supplies and equipment; principles of training and supervision; maintain a variety of records; prepares reports accurately; lift and carry heavy loads; safely operate a variety of forklifts and other vehicles; work with minimal supervision and perform independent tasks; maintain cooperative relationships with those contacted in the course of work

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises performance of duties of warehousemen pertaining to receiving, storage, shipping, and provides input for performance evaluations.
3.	Receives, stores, and issues food, supplies, and equipment for a central warehouse.
4.	Inspects incoming stock for conformity to purchase orders and packing lists and reports shortages, damages, and other discrepancies; directs the return of defective, excessive, broken, or incorrect items.
5.	Assists the Associate Director in determining storage space requirements, optimum stock quantities, proper methods of stock control and storage, conduction of quality control inspections, and evaluation of new products, equipment, and work methods.
6.	Provides information, prepares reports, maintains records, and assists the Associate Director in the administration of the FNS Warehouse program.
7.	Oversees warehouse programs such as equipment repair, safety, and salvage programs.
8.	Plans, schedules, and assists warehouse deliveries.
9.	Trains subordinates in proper storage, inventory, and supply procedures.
10.	Insures that good housekeeping practices and proper security measures are followed throughout the FNS Warehouse facility.
11.	Participates in the inventory, inventory control process, and monitoring of stock levels.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____