



<b>Title:</b>	Warehouse Manager
<b>Reports to:</b>	Child Nutrition Dir. / Maintenance Dir.
<b>Terms of Employment:</b>	11 Months
<b>Salary:</b>	NC State Salary Schedule

**Qualification Requirements:** Character, personality and proper social capability to relate effectively with racially and ethnically diverse staff, students and community. To perform this job successfully; an individual must be able to perform each of the noted essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required.

**Education and/or Experience:** High School Diploma  
Valid N.C. Driver's License  
Serve Safe Certification  
5 or more years' experience in Child Nutrition

**Summary of Responsibilities:**

Individual will manage the commodities frozen and dry storage facility. Responsible for accepting, storage and delivery of a variety of products. This is a physically labor intensive job, lifting, moving and stacking.

**Essential Functions:**

1. Meet all Scotland County Schools and Child Nutrition requirements for employment
2. Accept, properly store, monitor and delivery approximately \$250,000 in commodities a year
3. Know and follow HACCP requirements
4. Experience with Meals Plus Program entering inventory and operation of the the POS system
5. Must be trained and able to safety operate a forklift
6. Delivery of school mail
7. Attends training, managers meetings and other professional conferences
8. Coordinate and instruct employees assisting in storage of the product upon delivery
9. Accurately fill out and turn in PAR reports
10. Sanitation of the freezers and warehouse
11. Be prepared for and pass USDA inspections
12. Suggest measure of improvement and development of the warehouse
13. Ability to work without constant supervision
14. Follow oral and written directives
15. Proper use and care of county equipment
16. Perform other duties as assigned by Child Nutrition or the Maintenance Department