



Job Title: Warehouse & Delivery Manager - Food Services

Classified Salary Range: 11

FLSA: Non-Exempt Classified

Purpose:

Under the direction of the Director of Nutrition Services or designee, the Warehouse and Delivery Manager – Food Services is responsible for overseeing the safe storage, inventory management, and distribution of food and related supplies across the district. This position ensures full compliance with federal, state, and local food safety regulations and coordinates deliveries to meet scheduled meal service requirements. The manager coordinates warehouse operations, ensures proper handling and rotation of food items, maintains a clean and safe facility, and monitors equipment maintenance and performance.

Essential Duties and Responsibilities:

- **Food Safety & Regulatory Compliance**
 - Ensures all warehousing and delivery practices comply with USDA, state, and local food safety regulations, including temperature control, storage guidelines, and sanitation protocols.
 - Maintains required records related to food storage, deliveries, and HACCP procedures.
 - Conducts regular inspections to ensure cleanliness and regulatory compliance of food storage areas, vehicles, and equipment.
- **Inventory Management**
 - Oversees the receipt, organization, and tracking of food and supply inventory using district systems.
 - Ensures first-in, first-out (FIFO) rotation of perishable goods to minimize waste and ensure quality.
 - Conducts routine inventory audits and reconciliations; generates reports for ordering and forecasting.
- **Delivery Operations**
 - Schedules, coordinates, and monitors daily delivery routes to schools and program sites, ensuring timely and accurate delivery of food and related materials.
 - Adjusts delivery plans as needed to accommodate program changes, closures, or emergencies.

- Oversees the loading and unloading process to ensure safe handling of food and supplies.
 - **Warehouse Maintenance & Equipment Oversight**
 - Ensures warehouse and equipment, including refrigeration units, vehicles, pallet jacks, and loading docks, are clean, safe, and operational.
 - Coordinates routine maintenance and timely repair of delivery vehicles and storage equipment.
 - Maintains temperature logs and service records as required for compliance and operational efficiency.
 - **Collaboration**
 - Provides training to warehouse and delivery staff, ensuring adherence to operational standards and safety protocols.
 - Collaborates with Nutrition Services staff, school site personnel, and vendors to resolve delivery issues and ensure customer satisfaction.
 - Participates in ordering discussions to ensure accurate forecasting and distribution of food items.
 - **Other Duties**
 - Maintains documentation required for audits, compliance reviews, and district reporting.
 - Provide other related services or support as assigned by supervisors or district administration.
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General Performance Requirements:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

Qualifications:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent required.
- Minimum three (3) years of experience in food service warehousing, inventory, or delivery logistics; at least one (1) year with increased level of responsibility preferred.
- Knowledge of USDA Child Nutrition Program requirements and food safety regulations (HACCP, ServSafe certification preferred).
- Strong organizational and time management skills, with attention to detail.
- Proficiency with inventory systems and scheduling software.
- Ability to lift, move, and transport materials safely and in accordance with food handling guidelines.
- Valid driver's license and clean driving record.
- Ability to travel between district facilities as required, and to meet district driving standards if driving.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is required to regularly walk (occasionally on an uneven surface), occasionally sit and reach with hands and arms (frequently reaching above the shoulder), stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The employee regularly lifts and carries items ranging up to 60 pounds in weight, and frequently pushes rolling carts weighing up to 600 pounds repeatedly throughout the work day. With assistance occasional lifting of 100 pounds and occasional climbing on a stool or ladder are also required.

Exposure to inclement weather and the hazards associated with vehicular travel are routine for this position. Work also involves exposure to cold while in the warehouse freezer and cooler. The employee may use feet for repetitive movement of controls. The employee frequently may need to lift from floor level up to a height of four feet.

Successful applicants for employment may be required to complete a pre-employment physical examination process to establish their fitness to perform the jobs for which they have applied without endangering the health and safety of themselves or others.

Work Environment:

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.

- The noise level in the work environment is usually moderate to occasionally high.
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NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

Employee Statement: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work.

I have read and understand this job description.

Signature: _____

Date: _____

Warehouse & Delivery Manager - Food Services

ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature