

**MANKATO AREA PUBLIC SCHOOLS  
Independent School District No. 77**

Job Description - No. 303.12

**Job Class:** B21  
**Job Title:** Nutrition Services Warehouse & Distribution Coordinator  
**Effective:** March 2026

**Unit:** MSEA - Food Service Employees  
**Department:** Nutrition Services  
**Supervisor:** Director of Nutrition Services

**Job Summary**

Independently coordinates and manages Nutrition Services warehouse and distribution operations to ensure uninterrupted meal service across multiple district sites. Responsible for managing inventory controls and par levels, compiling and placing orders, coordinating directly with vendors to resolve discrepancies, monitoring food safety compliance, and delivering food, supplies, and meals throughout the district. Performs work independently within established Nutrition Services guidelines and procedures, prioritizing tasks and resolving routine operational issues without direct supervision. This position requires applied product knowledge, food safety judgment, strong computer skills, and safe operation of district vehicles and warehouse equipment.

<b>TASK NUMBER</b>	<b>PERCENT OF TIME</b>	<b>BAND</b>	<b>TASK DESCRIPTION</b>
1	20%	B2	Complete daily deliveries per schedule established by the Director of Nutrition Services. Coordinate delivery timing with school kitchen staff to align with operational needs. Deliver food, supplies, and meals to school sites and other district locations.
2	10%	B2	Receive, unload, and verify deliveries against bills of lading, shipping invoices, and purchase orders. Exercise judgment in identifying discrepancies and determining appropriate corrective action in accordance with established procedures.
3	15%	B2	Monitor product conditions to ensure compliance with food safety and HACCP standards. Coordinate directly with vendors to resolve delivery discrepancies, product quality concerns, shortages, and food safety issues, including requesting credits, replacements, or corrections.
<b>TASK NUMBER</b>	<b>PERCENT OF TIME</b>	<b>BAND</b>	<b>TASK DESCRIPTION</b>

4	25%	B2	Independently manage inventory controls, including monitoring usage trends, maintaining appropriate par levels, and conducting monthly inventory to ensure uninterrupted meal service across the district. Compile and place orders for food and supplies using district and vendor ordering systems, adjusting quantities as needed based on inventory levels, delivery schedules, and operational demand.
5	10%	B2	Operate and maintain warehouse vehicles and equipment (including forklift and pallet jacks as trained). Ensure safe handling, loading, and transport of product in accordance with district safety procedures.
6	5%	A1	Maintain a safe and compliant warehouse environment by keeping shelves, pallet areas, and workstations organized and adhering to district safety policies, food safety regulations, and operational standards.
7	5%	B2	Properly store product and maintain clean and organized storage areas. Rotate stock using FIFO. Monitor dry, refrigerated, and frozen storage conditions to ensure compliance with food safety standards and initiate corrective action when necessary.
8	5%	B2	Coordinate with school kitchen staff, supervisors, and vendors to align deliveries, address supply issues, and resolve operational challenges impacting Nutrition Services operations.
9	5%	B2	Other duties as assigned.

### **Safety Responsibilities**

All employees of District 77 will promote and represent site safety by performing their job in a manner that reflects any and all relevant District safety guidelines or policies.

### **Qualifications**

- High school diploma or GED equivalent
- Demonstrated ability to manage inventory systems, maintain par levels, and prioritize work independently
- Experience compiling and placing orders using vendor and district ordering systems
- Ability to resolve routine operational issues with vendors and internal stakeholders
- Basic computer skills sufficient to enter data, complete inventory records, and use district systems with training.
- Knowledge of nutrition service products and safe storage practices preferred
- Valid driver's license

- Clean driving record
- Forklift driving experience
- Ability to work well independently and as a part of a team
- Attention to detail and commitment to food safety compliance

### **Organizational Relationships**

The Warehouse and Distribution Coordinator reports directly to the Director of Nutrition Services.

### **Working Conditions**

- Lift up to 75 lbs.
- Climb stairs
- Outside work as needed
- Frequent mobility in and out of vehicle
- Frequent work in colder temperatures. Freezers can be -10 degrees