

**SACRAMENTO CITY UNIFIED SCHOOL
DISTRICT
Position Description**

TITLE:	Supervisor IV, Warehouse	CLASSIFICATION:	TCS (Teamsters Classified Supervisors)
SERIES:	Supervisor IV	FLSA:	Non-Exempt
JOB CLASS CODE:	9866	WORK YEAR:	12 Months
DEPARTMENT:	Warehouse & Distribution	SALARY:	Range 22 Salary Schedule G
REPORTS TO:	Manager, Nutrition Services Procurement & Warehouse	CABINET REV APPROVAL: HR REVISION APPROVAL: CABINET/BOARD APPROVAL:	4-14-2023 3-21-2023 8-8-1968

BASIC FUNCTION: Under the direction of the Manager, Nutrition Services Procurement & Warehouse plan, organize, supervise and participate in daily operations of the district warehouses including Nutrition Services foodservice distribution operations and district supplies, furniture, equipment, instructional materials and district mail services. Direct, train, oversee, and evaluate the performance of

Monitor receiving, storage, inventory controls, stock rotation, expiration dates, and warehouse distribution of food and supplies. **E**

Receive, record and inspect shipments for damage and conformity to purchase order. **E**

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Supervisor IV, Warehouse -- Continued

- x Perform mathematical calculations quickly and accurately.
- x Drive trucks in confined areas and while children are present.
- x Lift heavy objects according to safety regulations.
- x Keep accurate and current records of stock transactions.
- x Understand oral and written directions.
- x Work with school improvement initiatives that close student