

Five Sandoval Indian Pueblos, Inc.

Position Classification and Description



POSITION TITLE: Warehouse Manager
CLASSIFICATION: Non-Exempt
DEPARTMENT: Food Distribution Program
SUPERVISOR: FDP Administrator
GRADE: NE7

Position Summary:

Responsible for overall warehouse functions to include incoming shipments of USDA foods, inventory control of all foods, food shipments and tailgate distribution schedules. Responsible for basic supervision of warehouse staff.

The list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Responsible for the unloading and inventory of USDA foods during shipments received from vendors.
- Responsible in maintaining the established floor plan of the warehouse, improving and reorganizing as necessary.
- Establish/maintain inventory control procedures and work closely with Certification Clerks and Warehouse staff regarding issuances, receipts, transfers and other transactions to ensure accurate accountability.
- Performs accurate physical inventory counts of all USDA foods on a monthly basis for reconciliation with the automated food inventory.
- Insure of accuracy of daily inventory control of store area and tailgate distributions.
- Insure that store area is re-stocked and ready to serve clients as scheduled.
- Insure that delivery truck is loaded, inventoried and ready to leave the warehouse on time for tailgate distributions.
- Responsible for the overall maintenance of all program vehicles and warehouse equipment, ensuring that all preventive maintenance agreements are performed as required.
- Responsible for ordering/receiving fresh produce products on a weekly basis. Work closely with the Fort Worth, Texas Defense Logistics Agency personnel and local vendors on contract.
- Responsible for basic supervision of warehouse staff to ensure performance of their job duties and responsibilities.

- Responsible for opening up and securing the warehouse complex at the end of each work day.
- On equipment breakdown, shall immediately contact vendor(s) to schedule emergency repair work. Will notify Program Administrator of all action(s) taken.
- Shall maintain general housekeeping of the warehouse complex.
- Assist in the preparation of food packages for participants at tailgate sites and warehouse pick-up using the participant's receipt.
- Shall drive delivery truck to scheduled tailgate, as needed.
- At the request of the Program Administrator, shall contact vendor to get quotes, bids for purchase of equipment and supplies for warehouse operations.
- Must follow directives from the Program Administrator. Shall inform the chain of command of any personnel or logistical problems encountered and action(s) taken and recommendation(s) for further action. Must possess strong leadership skill.
- Shall seek additional training as needed to improve self within the scope of this position and related duties.
- Ensure all programmatic complaints have been properly handled.
- Shall be responsible that all damages are properly reported on all inventory sheet(s) for inventory control and ensuring all damages are disposed after inspection by Environmental Health.
- Responsible for data entry of all transactions such as issuances, daily inventories of store and truck, receipts of shipments and adjustments on a daily basis.
- Serves as a back-up person for distributing agency, pertaining to transactions to include the following: scheduling shipment delivery dates, accurate recording of shipments received, check for any discrepancies on shipping documents for submission to proper agencies.
- Serves as back-up person for taking inventory of delivery truck(s) for tailgate distributions before departure and upon return at the end of the day.
- Responsible for daily upkeep of all inventory records by working closely with the Certification Clerks and Warehouse staff on issuance and receipt of USDA foods.
- Provides assistance to Certification Clerks with household certification updates and technical assistance with main computer system and laptop computer.

- Provides master household listings to the Certification Clerks, Warehouse staff and SNAP/Income Support Division offices on a monthly basis.
- On a monthly basis, compiles, completes and submits the FNS 152 and 155-A reports to the Program Administrator for approval and submission to the USDA Southwest Regional Office.
- Performs other related duties as assigned.

Minimum Qualifications:

High School Diploma or equivalent and a minimum of two years warehousing and truck driver experience. Must be able to operate a variety of warehouse equipment including pallet jacks, forklifts, etc. Must be able to train new employees on safety and operation of variety of warehouse equipment and be knowledgeable of modern warehousing and supervision practices. Must have a valid driver's license and be insurable through the Organization's insurance carrier. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation including motor vehicle record check.

Supervision Exercised: All Warehouse staff.

SUPERVISION RECEIVED: Under the direct supervision of the Program Administrator

FSLA Status: Non-Exempt.

FDP Administrator Date

Human Resources Director Date

Executive Director Date