# Child Nutrition Warehouse Manager

**Reports to:** Director for Child Nutrition  
**Supervises:** None  
**Term of Employment:** 12 months  
**Salary:** Operations Manager I - 58  
**FLSA Exempt or Non-Exempt:** Non-exempt  

**Qualifications:**  
- High School diploma or GED or higher  
- Forklift Certified  
- Class C North Carolina Driver’s License; CDL not required  

**Essential Job Functions:**  
- Performs general warehouse duties to include receipt, storage, and maintenance of central dry and refrigerated foods, supplies, etc.  
- Develops and implements delivery system of goods from central storage to schools  
- Communicates with program administrators on regular basis regarding warehouse procedures from central storage as well as for individual schools  
- Maintains inflow and outflow of food and supplies for program  
- Documents accurate records for proper temperature maintenance of refrigeration equipment; request service as indicated  
- Maintains central delivery truck to include request for maintenance, cleaning, and security  
- Maintains accountability system for acceptance of goods, delivery of goods and end of inventory  
- Assists managers with their day to day situations and concerns regarding receipt, storage and availability of goods from central storage  
- Unloads frozen foods from tractor trailer and manually places them in the freezer  
- Pulls stock to fill daily food orders and deliver to schools on a timely basis  
- Performs other duties and responsibilities as assigned by supervisor
Child Nutrition Warehouse Manager

**Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **medium physical work** requiring the exertion of 50 pounds of force occasionally and up to 30 pounds of force frequently, and up to 10 pounds of force constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, balance, climb, kneel and crouch
- work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions
- use visual acuity required for depth perception and color perception
- operate machines, motor vehicles, hand tools, and job specific equipment and tools
- determine the accuracy and thoroughness of work
- observe general surroundings and activities
- hear sufficiently to accurately perceive information at normally spoken word levels
- use communication by means of spoken word to express or exchange ideas
- operate a fork lift