



Job Title: Warehouse Lead, CN

Department: Warehouse
Reports To: Warehouse Manager
Grade: MT-11
Number of Days: 12 Months
Security Access: N/A
Current Date: May 13, 2015
Overtime Status: Non-Exempt

Position Summary: Coordinate and maintain receipt, storage and distribution of bread products.

Minimum Qualifications:

- High school diploma or equivalent.
- Commercial Driver's License/Class B.
- Must be able to lift 50 lbs.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Receive incoming products.
- Check all deliveries with receiving copy and packing lists.
- Code product and direct placement of product in warehouse.
- Coordinate outbound delivery of product to school sites.
- Follow-up on all product being prepared for delivery.
- Assist in assigning work in, about and around Warehouse.
- Advise Warehouse Manager on operational or personnel issues.
- Assign logistics for delivery drivers to obtain optimum performance.
- Perform other duties as assigned.
- Make necessary decisions in the absence of Warehouse Manager.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Cooperative and customer oriented attitude.
- Logical reasoning ability.
- Can operate pallet jacks and forklifts.
- Leadership abilities.
- Ability to interact with district and non-district personnel at all levels.

Supervisory Responsibility:

- None

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Majority of day is standing.
- Warehouse environment.
- Repetitive lifting, bending, stooping and climbing.

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