

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH0353828

Date Posted: 07/05/11

POSITION NO: 940361

Closing Date: 07/18/11

CLASS CODE: 4001

POSITION TITLE: Warehouse Supervisor

DEPARTMENT NAME: Navajo Food Distribution Program

DEPARTMENT NO: 35 WORKSITE LOCATION: Fort Wingate, NM

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R61A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: \_\_\_\_\_ \$ 29,390.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 14.13 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Supervise and direct the work performance in the Receiving Warehouses. Monitor, plan, and implement warehouse procedures such as inventory control, record monitoring, sanitation, housekeeping, and ensure food deliverance for the seven warehouses. Control Food shipments to the seven Warehouses in accountability, control and deliveries while coordinating with Church Rock Maintenance 10-Ton Truck Drivers. Assure USDA food shipments are stored property in accordance with FNS-501 policies and procedures, ordering, and receipt of USDA commodities.

Keep in compliance with UDSA Food Transportation and Trucking System; complete necessary documents for records purpose; Receive food, Unload Food and date all shipments practicing First In/First Out inventory procedures, Stack food properly and complete physical inventory of shipment.

Estimating USDA commodity needs and compile food orders which consist of three different orders: Produce Order for all seven warehouses; Multi Food Order for all seven warehouses; and the Direct food order for the seven warehouses; Direct food order is completed by projecting a year ahead and six months. Maintain a supply of available commodities sufficient for up to 3 months distribution for the seven warehouse based on each of the individual order. Multi food are order biweekly.

Administrative supervision by making sure all staff do obtain food handler permit, and forklift licensed as required, ensured the maintenance and safety of warehouse and equipment; monitor warehouses operation to be in compliance with applicable rules and regulations.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; and

**Experience:**

three (03) years of warehousing, shipping, and receiving inventory at the supervisory level; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

*(To receive full credit for education/training, applicant must submit copies of transcripts, degree, diploma, certificates, etc.)*

**Special Knowledge, Skills and Abilities:**

Good knowledge in business practices, procedures, and office management; some knowledge of budgeting and purchasing procedures, some knowledge in accounting and knowledge of complete whereby able to set up computerized worksheets for food orders. Ability to properly interpret federal guidelines, laws, regulations and policies and to make decision in conformance with them; ability to plan, organize and coordinate office services and warehouse operation.

**License/Certification Requirements:**

Valid state driver's license, *preferred*.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*