

## WAREHOUSE SUPERVISOR

**DEFINITION:** Under general supervision, performs work of moderate difficulty in overseeing the daily operations of a service area office of the Navajo Nation Food Distribution Program; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Oversees the daily warehouse operations; supervises, assigns and reviews work upon completion; conducts performance appraisals; develops and implements warehouse distribution plans, policies and procedures; ensures compliance with applicable policies, procedures, rules and regulations; oversees food inventories, the distributions and load list reports submitted by warehousemen and operators; supervises record keeping activities for proper accountability and control of materials and supplies; assures that proper amounts of stock is available at all times; coordinates receipt and delivery of materials and supplies; maintains an automated inventory system.

Monitors and oversees the certification process including interviews, verification of documents and maintenance of client files; reviews case records; conducts client certification and re-certification reviews; interprets program policies and procedures; submits food orders; conducts on-site visits; compiles and prepares required reports; ensures that staff maintain current certification and licensure as required; provides technical assistance and training to staff; ensures the maintenance and safety of warehouse and equipment; ensures that nutrition education in food preparation and food storage are conducted for recipients; submits reports to regulatory agencies; attends meetings and training.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of Navajo Nation Food Distribution Program practices and procedures.

Knowledge of warehouse methods, practices and procedures.

Knowledge of Food Handling Regulations methods, practices and procedures.

Knowledge of Occupational Safety and Health Agency Regulations and practices.

Knowledge of administration and supervision practices and procedures.

Knowledge of inventory control.

Knowledge of fleet management and maintenance.

Knowledge of certification of recipients for Food Distribution Programs.

Knowledge of supervisory methods and techniques.

Skill in applying judgment in the release of confidential information.

Skill in supervising staff.

Skill in prioritizing, scheduling, assigning, reviewing and evaluating work.

Skill in overseeing and monitoring the safe distribution of food products.

Skill in monitoring warehouse occupational safety and health practices and procedures.

Skill in utilizing effective verbal and written communication in providing information and training.

Skill in utilizing customer service techniques responding to requests, inquiries and complaints.

Skill in researching, analyzing and interpreting rules and regulations.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is normally performed in a typical office work environment but work also requires occasional lifting, carrying and distributing food products weighing up to 50 pounds, operation of forklift in a warehouse environment; attention to detail when completing inventory.

**WAREHOUSE SUPERVISOR**

**MINIMUM QUALIFICATIONS:**

- A high school diploma/GED; and three (3) years of responsible warehousing, shipping and receiving inventory experience at the supervisory level; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.

**PREFERRED QUALIFICATIONS:**

- An Associate's degree in Business.
- Proficient in Microsoft Office software or other computer applications.
- Forklift operation experience.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.