

**FLINT COMMUNITY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER**

**New Posting**

**Posting Dates: February 11, 2010 – Until Filled**

**TITLE: Transportation Warehouse Service Supervisor**

An online application, which can be accessed from our website ([www.flintschools.org](http://www.flintschools.org)), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

**SPECIAL NOTICE:**

*Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.*

**QUALIFICATIONS:**

Education: Bachelor's Degree in Mechanical Engineering or Engineering or equivalent experience preferred.

Experience: Demonstrated skill in both operation and maintenance of packaging machinery. Experience in layout and design of warehouse, clerical forms, and storage record keeping. Experience in drafting skills, must be able to read machine blueprints and possess a working knowledge of tool design. Experience in regulations of the County Health Department as it relates to food storage and food service equipment maintenance. Should have experience with food service equipment such as compressors, ovens, exhaust hoods, grease traps, truck equipment, computers, security monitors, temperature controls, etc.

**OTHER QUALIFICATIONS:**

Ability to motivate employees, a high degree of ethics, and aggressive organizational skills.

**OTHER REQUIREMENTS:**

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TITLE: Transportation Warehouse Service Supervisor**

**REPORTS TO:** Food Service Manager.

**SUPERVISES:** Food Service Truck Drivers, Line Mechanic, and Warehouse Serviceman

**TERMS OF EMPLOYMENT: Grade 2, Professional Salary Schedule; 235 Days, 40 Hours, beginning salary \$989.00/week.**

**JOB GOALS:**

Provide timely deliveries of food and paper products to the District's food service operations.

Provide maintenance and operation of all food service equipment in the District's food service operations.

Provide proper storage and accountability for the storage of food and paper purchased for the District's food operations.

**ESSENTIAL FUNCTIONS:**

Schedules and directs the work of the food service truck drivers, the line mechanic, and the warehouse serviceman.

Completes inservice classes for the above mentioned groups in the areas of equipment operation, safety and sanitation.

Responsible for the requisition of all replacement parts through the Manager of Food Service.

Responsible for maintaining a current inventory of all mechanical replacement for the service equipment of the district and freezers and warehouse.

Responsible for diagnosing and reporting equipment failures to the Manager of Food Service for repair.

Responsible for the care and maintenance of all food service equipment to keep it operating efficiently, including regular cleaning and lubricating, adjustment of timing on automatic hoppers and conveyor belts, etc.

Responsible for preparing mechanical blueprints for the manufacturing of equipment parts when necessary.

Responsible for the layout and design equipment within the Centralized Food Service Facility that lends itself to easy accessibility, County Health regulations and Fire Prevention regulations.

Responsible for following the state and federal regulations for school lunch and the handling and storage of government commodities.

**TITLE: Transportation Warehouse Service Supervisor**

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

**PHYSICAL DEMANDS FOR POSITION:**

Heavy Work (See U.S. Department of Labor Guidelines). Lifting (heavy, 45 pounds or over), carrying (heavy, 45 pounds or over), stopping, walking, climbing (stairs, ladders, scaffold, ramps), balancing, crouching, kneeling, pulling, crawling, pushing, reaching, repetitive hand motions, hearing, speech, visual accuracy, distinguishing colors, working off roofs.

**EVALUATION:**

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Professional Nonteaching Salary Schedule personnel.

JobDesc.PR 10/94  
Rev. HR/LA/dmh/12/09

**Statement of Assurance of Compliance with Federal Laws**

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,  
Flint, Michigan 48503-1974 • (810) 760-1124.

**Translation services are available upon request, please call 760-6770**

خدمات ترجمة متوفرة تحت الطلب، الرجاء أن تتصلوا على رقم الهاتف 760 - 6770

**Ponemos a sus órdenes el servicio de traducción. Las personas  
interesadas, favor de llamarnos al 760-6770**

設有翻譯服務，祇要提出要求，請電760-6770。