

**JOB ANNOUNCEMENT**  
**GOVERNMENT OF THE UNITED STATES**  
**VIRGIN ISLANDS**  
**DEPARTMENT OF EDUCATION**  
Internal/External

**THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:**

**POSITION TITLE:** Warehouse Manager (School Lunch)

**LOCATION:** St. Croix District

*Interested persons should contact:* **DIVISION OF HUMAN RESOURCES**  
[careers.stx@vide.vi](mailto:careers.stx@vide.vi)

**Deadline for applying:** June 5, 2018

**Salary:** **\$39,759.00**

**Union:** United Steel Workers

**DEFINITION**

This is an administrative and supervisory position in the management of the area school lunch district warehouse. An employee in this class is responsible for receiving, warehousing, inventory control and the distribution of goods to schools, as well as developing policies and procedures to ensure the smooth operation of warehouse functions. Work is performed under the direction of the District Director, but the employee is allowed considerable latitude in executing his/her functions.

**DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)**

- Determines the need for commodities and supplies and arranges for purchase of those commodities and supplies;
- Places orders and arranges deliveries of commodities to provide sufficient balances on hand;
- Supervises receipt and delivery of both Federal and locally purchased commodities;
- Uses reports from the Food Service Supervisor to ensure compliance with good health practices and Federal regulations at schools;
- Supervises the maintenance of all warehouse records of receipt, distribution and inventory;
- Provides required reports of operation to the State Office and makes written notice of any irregularities contained in the reports;
- Provides explanation of irregularities to the State Office and District Director;
- Consults with all employees in the warehouse and schools about correct job procedure for efficient operation;

- Reports immediately to the Director any willful disregard of job procedures or direct orders by an employee;
- Supervises warehouse employee attendance directly;
- Supervises all deliveries through assignment to the Warehouse Supervisor;
- Deliver and distributes federal donated commodities as requested;
- Ensure that the annual training goals are met for the Warehouse Manager as well as subordinate staff in accordance with the professional standards mandate.
- Performs other related work as required.

### **KNOWLEDGE AND ABILITIES**

- Knowledge of the principles of administration and supervision;
- Knowledge of Federal laws, rules, regulations governing commodities, supplies and distribution of such;
- Knowledge of the operational principles of trucks and related automotive equipment;
- Excellent skills, in communicating clearly and effectively in English, including writing clear and concise documents;
- Excellent organizational skills
- Proficient in Microsoft Office and other related inventory management software;
- Must be flexible, proactive, highly motivated, resourceful, professional and efficient;
- Ability to establish and maintain effective working relationships;
- Demonstrates the knowledge of par stock levels and ability to calculate said levels in order to maintain adequate supplies in stock;
- Ability to lift seventy (70) pounds or more;
- Ability to exercise sound independent judgement in executing the functions of the position.

### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Business Administration, Management, or other related field with three (3) or more years of progressive relevant experience in administration, warehouse and storage operations **OR**
- High School Diploma (HSD) or equivalent and five (5) years of progressive relevant experience in administration, warehouse and storage operations **AND**
- Valid Virgin Islands Driver's license.

**No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age."**

<p>Interested persons should apply by visiting our website at <a href="http://jobs.vide.vi">http://jobs.vide.vi</a> and select the appropriate application for submission procedures.</p>
---

Send your complete application package to [careers.stx@vide.vi](mailto:careers.stx@vide.vi) for consideration.

**Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.**

---

*Travel, transportation and relocation expenses are not authorized by this position. Any travel, transportation and relocation expense associated with reporting for duty in this position will be the sole responsibility of the selected candidate*

---

Posted on 02/06/2018