DEPARTMENT OF EDUCATION 8B.150
STATE OF HAWAI'I
CIVIL SERVICE

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Class Specifications for the:

WAREHOUSE & LOGISTICS SUPERVISOR

(WHSE & LOGISTICS SUPVR)

Duties Summary:

Responsible for leading and supervising a team responsible for warehouse, inventory, receiving, storage, distribution, and logistics operations supporting a high-volume food production facility. Oversees inventory management, procurement coordination, receiving, storage, warehouse operations, contractor coordination, and the efficient movement of food products from vendors through production and distribution while ensuring food safety, inventory accountability, regulatory compliance, and operational readiness.

Distinguishing Characteristics:

This class is distinguished by responsibility for planning, directing, coordinating, and supervising warehouse and logistics operations supporting a centralized food production facility. Positions in this class oversee warehouse personnel, inventory management, receiving, storage, distribution logistics, procurement coordination, contractor coordination, and inventory accountability while ensuring compliance with food safety, sanitation, and applicable federal, state, and departmental requirements. This class serves as the principal operational link between procurement, warehouse operations, production, transportation providers, vendors, and finishing kitchens and serving locations to ensure continuity of the Regional Kitchen supply chain. This class differs from traditional warehouse supervisory positions through its responsibility for supporting centralized food production and institutional meal distribution within the Department of Education (Department) Regional Kitchen operations.

Examples of Duties:

(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning duties that are logical for the position. The classification of a position should not be based solely on the examples of duties performed.)

1. Exercises the full range of administrative and technical supervision for warehouse staff. Performs overall work planning, establishes work priorities, conducts staff meetings, and assigns and reviews work. Conducts ongoing progress reviews and evaluations with staff, provides training, technical guidance, and collaborative problem-solving as needed. Interviews and recommends the hiring of subordinate staff, approves leaves and addresses performance concerns. Evaluates and recommends personnel and resource needs and changes to ensure operational continuity.

2. Collaborates with key stakeholders to plan and coordinate inventory requirements using demand forecasts, production schedules, menu cycles, historical usage, and seasonal trends to prevent shortages and ensure uninterrupted operations. Manages inventory transactions within warehouse management and enterprise resource planning systems; conducts cycle counts and physical inventories; reconciles discrepancies; maintains lot traceability; and coordinates product recalls and dispositions to minimize spoilage and inventory loss.

3. Directs receiving operations to verify product quantities, quality, temperatures, packaging integrity, and expiration dates against procurement records. Resolves vendor discrepancies, logs stock into warehouse systems, and enforces quality assurance procedures to protect integrity upon arrival.

4. Oversees dry, refrigerated, frozen, and specialty storage areas to optimize space, ensure proper stock rotation (First-In-First-Out and First-Expired-First-Out), and preserve product quality. Enforces sanitation, pest control, and food defense standards to maintain strict compliance with food safety and inventory control guidelines.

5. Coordinates outbound distribution, including staging, loading, cold-chain integrity, chain-of-custody documentation, and transportation and delivery verification. Resolves shipping/transportation discrepancies, monitors contractor performance, and coordinates corrective actions to ensure timely, contractual compliance.

6. Develops and analyzes key operational reports (e.g., inventory valuation, inventory accuracy, inventory turns, fill rates, spoilage rates, transportation performance, and demand forecasts) to identify trends, optimize processes, and reduce operational costs.

7. Enforces compliance with applicable federal, state, and local regulations and guidelines, Hazard Analysis Critical Control Point (HACCP) system, and safety regulations. Develops and oversees comprehensive safety and training

programs covering equipment operation (e.g., forklifts), sanitation, food safety, and emergency response to promote a safe and compliant work environment.

Knowledge and Abilities Required:

Knowledge of: Supply chain, logistics, and food distribution practices, including cold chain management; warehouse operations, layout optimization, and material handling equipment; inventory management principles, demand forecasting, and performance metrics; Warehouse Management Systems (WMS) and Enterprise Resource Planning (ERP) software; procurement principles and contract administration; food safety regulations, HACCP system, and product traceability and recall procedures; and applicable federal, state, and local health and safety regulations.

Ability to: Plan, organize, direct, and supervise warehouse, production, and logistics operations; analyze operational and inventory data to forecast requirements, prepare reports, and recommend process improvements; identify and resolve operational issues while exercising sound judgment under changing conditions; coordinate multiple warehouse, production, and transportation priorities simultaneously to ensure uninterrupted operational support; communicate effectively both orally and in writing; build and maintain productive working relationships with employees, vendors, contractors, and customers; and utilize computerized warehouse, inventory, procurement, and reporting systems.

Minimum Qualification Requirements:

Education Requirements:

High school diploma or equivalent. Experience demonstrating strong verbal skills and the ability to understand and follow written English instructions may substitute for the required education. Continuous part-time or unpaid work is acceptable.

Experience Requirements: Except for the substitutions provided in this specification, applicants must have the kind, quality, and amount of progressively responsible experience described below:

General Experience: Two (2) years of progressively responsible experience in warehouse operations, inventory management, logistics, purchasing, or supply chain operations.

Specialized Experience: One (1) year of work experience in institutional food distribution or centralized food production operations. This experience must include applying HACCP system and food safety standards; managing temperature-controlled inventory and cold-chain logistics; utilizing Warehouse Management Systems (WMS) for inventory accountability and tracking; and performing procurement coordination within a commercial or institutional food environment.

Supervisory Experience: One (1) year of supervisory experience which involved planning and directing the work of others; assigning and reviewing their work; advising them on difficult problems; training and developing subordinates; and evaluating their performance.

Substitutions Allowed:

1. Successful completion of a substantially full-time curriculum from an accredited university or community college in Logistics, Supply Chain Management, Business Administration, Operations Management, Food Service Management, or a closely related field which included coursework in warehouse operations and distribution management, inventory control and management theory, logistics information system, database management, lean operations, and/or organizational behavior may be substituted for the General Experience based on one (1) academic semester for six (6) months of experience, up to two (2) years.

2. An Associate's degree or higher from an accredited institution recognized by the Department with a major in Logistics, Supply Chain Management, Food Service Management, Business Administration, Operations Management, or a closely related field may be substituted for all of the General Experience.

Quality of Experience:

Possession of the required years of experience does not automatically guarantee qualification. An applicant's overall experience must reflect the necessary scope and level of responsibility to demonstrate the ability to perform the duties of the position.

License and Certification Requirements:

1. Valid license to drive in the State of Hawai'i.

2. Manager-level food safety certification from an organization accredited by the American National Standards Institute (ANSI) or an equivalent organization as determined by the Department at the time of appointment.

3. Certificate to operate a forklift.

Selective Certification:

Specialized knowledge, skills, and abilities may be required to perform the duties of some positions. For such positions, selective certification requirements may be

established, and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Organizations requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirement:

Applicants must be able to lift/carry objects weighing up to 50 pounds unassisted and 100 pounds assisted by another person and/or equipment (e.g., hoist or hand truck) and perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is the first specification for the new class, WAREHOUSE & LOGISTICS SUPERVISOR.

DATE SIGNED: 11/09/2026

Bob Davis (Nov 9, 2026 08:33:28 HST)

Robert Davis
Interim Assistant Superintendent
Office of Talent Management

EFFECTIVE DATE: 11/1/2026