

WAREHOUSE SUPERVISOR

JOB SUMMARY

Under general direction of the Purchasing and Warehouse Director, plan, organize, and supervise the district warehouse operations. Supervise the receipt, storage, and delivery of food, equipment, furniture, and supplies. Train, supervise, and evaluate the performance of assigned staff.

TYPICAL DUTIES

Plan, organize, and supervise the district warehouse operations. Supervise the receipt, storage, and delivery of food, equipment, furniture, and supplies. Train, supervise and evaluate the performance of assigned staff. Plan and schedule the delivery and movement of supplies, equipment, furniture, mail, and hot food carts for all district sites. Resolve discrepancies with sites as needed. Confer with purchasing in establishing minimum and maximum levels of warehouse stock. Receive, check, and store supplies, materials, equipment, etc. Fill requisitions as needed. Plan and maintain inventory of all district supplies and equipment as well as school property records. Operate and assure proper maintenance for a variety of warehouse equipment including forklifts, pallet jacks, and district trucks. Wrap and package items for shipment. Assure that a clean and orderly warehouse environment is maintained. Assist and confer with the department administrator in improving the efficiency of the warehouse function. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and at least three years of increasingly responsible warehouse experience including two years in a lead or supervisory capacity.

Knowledge of:

Methods and procedures used in receiving, checking and disbursing supplies and equipment. Practices and methods of storing and warehousing supplies, food, and equipment including proper controls. Record keeping techniques. Principles and practices of supervision and training. Proper safety and security practices. Equipment, materials and supplies used in school districts. Vehicle and fork lift operation and routine maintenance.

Ability to:

Plan, organize, schedule, and direct the warehouse personnel, assignments and vehicles. Lay out work and work space efficiently. Maintain proper temperature controls for storage of a variety of items. Do moderate to heavy physical work including lifting and carrying of up to 55 lbs, moving equipment, materials and supplies. Prepare and maintain records. Properly operate light motor vehicles. Maintain a good driving record and qualify for District vehicle insurance coverage. Understand and carry out oral and written directions. Establish and maintain cooperative working relationships with vendors, school sites, and district personnel. Operate computer and office machines.

LICENSE

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage. Incumbent is required to obtain a forklift operator's license within the probationary period.

PHYSICAL ABILITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

**WORKING
CONDITIONS**

Lifting, pushing/pulling moderately heavy and/or bulky items. Exposure to loud noises. Extended periods of sitting, walking, and standing. The employee occasionally works in outside weather conditions.