



For the future of every student

## **CLASS TITLE: WAREHOUSE SUPERVISOR**

### **BASIC FUNCTION:**

Under the Director-Purchasing, organize, direct and participate in a variety of warehouse functions including the receipt, inspection, processing, storage, delivery and distribution of various District supplies, materials, equipment and food items; coordinate deliveries, inventory, and personnel to meet District warehouse and delivery needs; train and evaluate the performance of assigned staff.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Organize, direct and participate in a variety of warehouse functions including the receipt, inspection, processing, storage, delivery and distribution of various District supplies, materials, books, equipment and food items; coordinate activities to assure goods are delivered in a timely manner.

Coordinate deliveries, inventory, and personnel to assure smooth and efficient warehouse operations and deliveries and meet District needs; confer with District and school site staff regarding warehouse and delivery needs; route and schedule deliveries and pick-ups of warehouse stock items.

Oversee and participate in receiving, unloading and inspecting shipments for damage and conformity to purchase order specifications and packing slips; review shipments to verify accuracy including quality and quantity; identify, report and resolve shortages, damaged goods and other discrepancies.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop staff schedules, assign duties and review work to assure compliance with established standards and procedures.

Supervise and participate in receiving, filling and issuing stock in response to orders and requisitions; supervise and participate in the loading of trucks with appropriate items for delivery; pull, pack, sort and ship items or supplies to various District locations.

Organize, direct and participate in driving vehicles to school sites, offices and other District locations to pick up and deliver a variety of goods; assure deliveries comply with quantity and product specifications; obtain signatures; pick up and deliver mail; provide coverage for employee absences.

Supervise inventory and stock control functions for warehouse equipment and supplies; stock warehouse inventory in accordance with established procedures; monitor and maintain inventory of supplies and materials; coordinate, oversee and conduct monthly and annual inventories.

Coordinate flow of communications between the warehouse, vendors and school sites; keep personnel current on delivery status; receive phone calls and provide information; respond to inquiries and assure delivery issues are resolved.

Operate a variety of warehouse equipment such as forklifts, pallet jacks, delivery vehicles and dollies; utilize standard office equipment including a copier, fax machine, computer and assigned software.

Oversee and participate in preparing and maintaining various records, logs, reports and files related to

orders, deliveries, warehouse operations, food temperature, purchase orders, personnel, inventory requisitions, shortages, damaged items and assigned duties; process claims for damaged items.

Organize, direct and participate in placing food items in racks, coolers or freezers; assure proper temperature of food items; assure proper rotation of perishable and nonperishable inventory.

Participate in coordinating and overseeing new book adoptions, grant projects and related warehouse and delivery activities.

Oversee and participate in the shelving, organization and storage of items received in the warehouse; coordinate the allocation and assure optimal utilization of warehouse space.

Coordinate and participate in activities to assure warehouse, refrigerated storage areas and other storage areas are maintained in a clean, orderly and safe condition.

Inspect delivery vehicle to assure proper operating condition; perform routine maintenance as needed; check and replenish fuel, oil, water and tire inflation levels as needed; arrange for maintenance and repairs as needed.

Assist in the development and implementation of warehouse and delivery standards and procedures.

#### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Organization and direction of warehouse operations including the receipt, inspection, processing, storage, delivery and distribution of various supplies, materials, equipment and food items.

Warehouse operations, practices, techniques, procedures, equipment and terminology.

Use and terminology of requisitions, purchase orders, packing slips and other warehouse documents.

Proper loading and unloading of trucks.

Operation of a truck, forklift, pallet jack, and other warehouse equipment.

Practices, procedures, terminology and techniques involved in the receipt, storage, issuing and distribution of supplies and materials.

Proper storage methods, space utilization and inventory techniques.

Principles and practices of supervision and training.

Operation of standard office equipment including a computer and assigned software.

Traffic laws, defensive driving techniques and rules of the road.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Mathematic calculations.

Health and safety regulations.

##### **ABILITY TO:**

Organize, direct and participate in a variety of warehouse functions including the receipt, inspection, processing, storage, delivery and distribution of various District supplies, materials, equipment and food items.

Coordinate deliveries, inventory, and personnel to meet District warehouse and delivery needs.

Train and evaluate the performance of assigned staff.

Supervise and participate in receiving, unloading and inspecting shipments.

Oversee and participate in shelving, storing and preparing supplies and equipment for delivery.  
Drive a vehicle to various District locations to pick up and deliver goods and materials.  
Load and unload shipments of materials, supplies and food items.  
Operate a forklift, pallet jack and other warehouse equipment.  
Coordinate and arrange delivery schedules and activities with school site personnel.  
Utilize space efficiently and effectively.  
Meet schedules and time lines.  
Operate a computer and assigned software.  
Work independently with little direction.  
Plan and organize work.  
Observe legal and defensive driving practices.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Observe health and safety regulations.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and three years increasingly responsible warehouse experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Valid Forklift Certification.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Driving a vehicle to conduct work.  
Regular exposure to fumes, dust and odors.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of warehouse equipment.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Lifting, carrying, pushing and pulling heavy objects as assigned by the position.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling and crouching.  
Heavy physical labor.  
Walking.

**HAZARDS:**

Working around and with machinery having moving parts.  
Traffic hazards.  
Working in walk-in refrigerator and freezer.