

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Assistant Warehouse Manager

**Pay Table:** Support

**Pay Grade:** 13

**FLSA Status:**

**Job Code:** 727

**Reports to:** Warehouse Manager

### **JOB SUMMARY**

Under the general supervision of the Warehouse Manager, the Assistant Warehouse Manager supervises warehouse personnel and assists with the operation of the warehouses (e.g., receives, maintains inventory, coordinates deliveries, organizes orders).

### **ESSENTIAL JOB FUNCTIONS**

- Directs, supervises and assigns warehouse employees (e.g., trains, prepares work schedules, makes work assignments).
- Assists with selection, supervision and training of warehouse workers. Evaluates performance and verifies correctness of employee time cards.
- Directs warehousing activities (e.g., ordering, receiving and unloading shipments, processing records, preparing and distributing reports and other documentation, establishing and coordinating policies, assisting with vendor contracts). Responsible for processing entire warehouse cycle for USDA commodities (receiving, inventory control, monitoring, scheduling, pulling, etc.).
- Verifies price, quantity and item numbers for received items. Records and maintains receiving and inventory data in computer database. Clears incoming freight for payment.
- Answers telephone and assists with customer service. Coordinates with truck drivers and dispatchers, explaining distribution policies and procedures for deliveries and shipments. Coordinates with vendors to insure that correct products are ordered and delivered. Assists with resolution of quantity, pricing and quality issues and discrepancies.
- Opens and services work areas.
- Schedules and arranges deliveries and shipments, coordinating schedules. Prepares related documentation. Assists with pulling of orders and monitoring of order accuracy. Monitors issuance of items.
- Assists with preparation and checking of reports, schedules, invoices, forms and other required warehouse documentation.
- Assists with inventory control and resolves inventory discrepancies.
- Locates, cubes and weighs new items. Creates some new item computer numbers,

makes description changes in computer and makes arrangements for pictures as required.

- Tracks pull dates and monitors for overstocks.
- Maintains equipment and facilities, informing the Manager of repairs needed and ensuring proper housekeeping. Monitors and maintains freezers. Prepares and processes maintenance reports.
- Assists purchasing, school personnel, buyers, shippers, and other warehouse interface personnel with questions or problems.
- Attends various meetings, representing Distribution (e.g., Product Committee, Data Processing, Leadership Team, Expediting, Safety, Food and Transportation).
- On call evenings, weekends and holidays for security of buildings and freezer checks.
- Assists with annual warehouse inventory.
- Assists other assistant managers and the warehouse manager when absent.
- May occasionally drive route and make deliveries and/or pickups in the absence of truck drivers.

### **MINIMUM REQUIREMENTS**

- High School diploma or equivalent required, some college-level coursework preferred.
- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- May require commercial driver's license, class B, depending on assignment. (May be obtained after hiring.)
- Forklift Certification (Required after hiring.)

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write and perform basic mathematical calculations.
- Thorough knowledge of warehousing policies and practices.
- Ability to comprehend verbal and written instructions.
- Ability to operate computer and district programming.
- Management, organizational, and interpersonal skills.
- Ability to operate trucks, forklifts, and pallet jacks.
- Ability to use or repair small, medium and heavy equipment and machinery.
- Ability to prepare purchase orders.
- Ability to manage inventory and property.
- Ability to make budget recommendations.

### **PHYSICAL DEMANDS**

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

*The Davis School District has the right to revise this position description at any time.*