

WAREHOUSE SUPERVISOR

Definition:

Under the supervision of the Purchasing Agent, to be responsible for and in charge of the operations of the District warehouse, and to do related work as required. To safeguard the District's investment in equipment and material through efficient and effective warehousing practices.

Examples of Work Activities:

Establishes store-keeping standards and procedures in consultation with the Purchasing Agent; plans and directs the inventory and stock control program for equipment and supplies; checks shipments received for conformity to purchase order specifications, noting and reporting shortages, damages or other discrepancies; routes and schedules deliveries and pick-ups of warehouse stock items within the District; plans layout of warehouse space and movement of stock; trains, assigns and evaluates subordinate warehouse personnel; takes physical inventory, as directed; maintains warehouse equipment and stock in clean, fire-safe and orderly condition; prepares warehouse reports as necessary; monitors distribution orders and supply requisitions for unusual quantities and reports same to business office; maintains files to resolve discrepancies in deliveries and receipt of items; reports stock level of supplies to the Purchasing Agent to effect timely reordering and to identify slow-moving stocks; recommends warehouse modifications and labor requirements to the Purchasing Agent; maintains storage of dry and packaged foods and supervises delivery of same as necessary; handles all return of materials, including the maintenance of shipment log; processes all United Parcel Service shipments and receipts, together with pertinent records; processes claims for damaged items received.

Employment Standards:

Education and Experience:

The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described; knowledge of computer usage for inventory and control; and combination equivalent to graduation from a two year community college and three years of warehouse experience, including one year in a lead or supervisory capacity; operate a power fork lift; possess a valid California driver's license and be bondable.

Knowledge of:

Basic warehousing procedures; ability to maintain accurate records and exercise control over stores issue; ability to plan and schedule workload.

Ability to:

Perform general warehousing duties, train and supervise others; perform moderately heavy manual labor; maintain cooperative relationships with those contacted in the course of work.

Adopted:

H.S. Bd. 6/26/84

Elem. Bd. 6/12/84