

WAREHOUSE DISTRIBUTION CENTER LEAD

Title: Warehouse Distribution Center Lead

Location: Assigned Department

Reports to: District Administrator

FLSA: Non-Exempt

Bargaining Unit: OSEA

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Plans, organizes, prioritizes, and supervises the receiving, storage, and issuance of warehouse stock and all District deliveries. Personally performed work and leader activities relate to District supplies, materials, cash, textbooks, mail, furniture, equipment, and perishable goods.

Part II: Supervision and Controls over the Work:

Work is performed in accordance with direction and schedules provided by the supervisor and consistent with established District policies and procedures. Work is evaluated for customer service skills, efficiency, procedural compliance, safe equipment operation, timeliness, and prevention of loss from damage or spoilage.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Plans, organizes, prioritizes and supervises the receiving, storage, and issuance of warehouse stock, surplus items, and donated items. Manages the delivery schedule of vendors and District couriers.
2. Assists with approving absences, to include managing vacation schedules. Makes overtime recommendations, and may approve overtime in emergency situations.
3. Provides oversight, supervision, and direction to personnel who may be working in the warehouse in performance of warehouse duties.
4. Resolves delivery issues, including storage, claims, and adjustments; receives and disposes of obsolete equipment and materials.
5. Enforces warehouse and distribution standards and procedures.
6. Trains personnel who may be working in the warehouse in safe and compliant operating procedures and practices to include warehouse lifting and moving equipment operation. Assigns and assesses work of warehouse staff.

7. Directs the activities of Couriers, to include lead duties in the absence of an administrator. May assist in transporting and delivering supplies and materials when necessary (e.g., U.S. mail, inter-departmental mail, meal carts, school funds, electronics, print materials, equipment, paychecks, supplies, furniture, etc.).
8. Oversees and performs personal duties to store, organize and rotate stock and confidential records, utilizing proper storage methods and procedures and to prepare, pack and load mail, supplies, materials, products, and furniture for delivery.
9. Oversees the relocation of perishable food in the event of freezer failure, and coordinates the movement of food service equipment.
10. Coordinates all teacher moves (except for in-building moves or school closures), and routes for free food programs during the summer.
11. Directs personnel who may be working in the warehouse and/or personally assist in loading and unloading delivery vehicles containing a variety of supplies, materials and equipment.
12. Prepares, reviews, and processes legible and accurate forms and records, timesheets. Responsible for timely and accurate completion of accident and injury reports. Completes forms, records, and reports as required by the State or District policies. Obtains signatures as necessary.
13. Maintains storage areas and warehouse equipment in a neat, clean, orderly, and safe manner.
14. Operates delivery vehicles, forklifts, and other warehouse equipment. May operate and maintain food storage equipment (heating and cooling). Stores and retrieves pallets of materials from warehouse racks.
15. Operates and maintains District vehicles.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- High School Diploma or equivalent.

- Must have a minimum of three to five (3-5) years' experience in school district warehouse or related field, and three (3) years progressive responsibility in the position's field of work.
- Must have and maintain a forklift certification.
- Knowledge of laws, codes, rules, policies and regulations relating to warehouse operations and vehicle operations.
- Knowledge of warehouse and distribution standards, procedures, practices, and operations to include licensing requirements for equipment operators and storage requirements for perishable goods.
- Strong understanding and history of successful customer service and ability to establish and maintain effective relations with staff.
- Effective oral and written communications; analytical ability, and knowledge and skill in the use of office technology and office software.
- Ability to work both independently and cooperatively and to provide effective leadership and team building with others.
- Ability to organize work, set priorities, and meet deadlines. Skills in the use of warehouse technology.
- Possess or be eligible to acquire a Commercial Drivers' License and possess a safe driving record.
- Knowledge of:
 1. Educational materials, supplies and equipment.
 2. Warehouse operational methods, procedures, policies, rules and regulations.
 3. Safe and proper loading and unloading of delivery vehicles.
 4. Proper physical lifting techniques and use of warehouse equipment.
 5. Use and terminology of requisitions, purchase orders, invoices, and other warehouse documentation, and ability to perform mathematical computations.

Part V: Desired Qualifications:

- Bilingual and bicultural skills.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak.
- Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move up to 70 pounds and must be able to lift and move greater weights using appropriate equipment.
- Required to work in controlled climate environments with occasional outdoor work.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.