

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

WAREHOUSE MANAGER

POSITION: Warehouse Manager
REPORTS TO: Director of Maintenance
LOCATION: Division of Supporting Services

NATURE OF WORK:

Performs manual duties and tracks inventory involving the receiving, storing and issuing of equipment, supplies and materials. Work involves responsibility for loading and unloading, delivery and/or pick-up of general materials, supplies, equipment, and related items at designated locations throughout the school system. Assignment includes proper receipt, storage and control of such materials and supplies and equipment at the warehouse facility utilizing technology. Nature of work requires walking, stooping, climbing, bending, and lifting.

ESSENTIAL FUNCTIONS:

- Plans, organizes, and manages a central warehousing and distribution system;
- Checks and records information of material delivery against documents evidencing delivery;
- Maintains computerized inventory of warehouse stock; and
- Coordinates the disposal of surplus equipment.

DUTIES AND RESPONSIBILITIES:

- Follows verbal and written instructions;
- Checks and records quantity and kind of material against delivery receipts, purchase order or other documents evidencing delivery;
- Performs physical inventory on all supplies, materials and equipment in the warehouse;
- Unloads and loads freight trucks and or delivery vehicles;
- Inventories and signs for all supplies received from suppliers;
- Maintains a computer record of each transaction that is completed by warehouse;
- Has full understanding as well as knowledge of pallet jacks (electric and Pneumatic) and sit down and stand up forklifts;
- Works in conjunction with Food Service in developing manifests of food supply and deliveries;
- Capable of providing backup support to Food Service Driver;
- Receives, unloads, and unpacks supplies, equipment and materials;
- Stocks and issues supplies, materials, and equipment;
- Maintains warehouse facilities in a clean, neat, and orderly condition;
- Makes special pickup and delivery as assigned; and
- Other duties as assigned.

QUALIFICATIONS:

- High School Diploma or Equivalency Certificate;
- Ability to read and write;
- Minimum of one-year warehousing/storeroom experience;
- Ability to perform heavy manual labor/lift 80 pounds;
- Must have sit down and stand up forklift operator certification;
- Must have current State of Maryland commercial drivers license;
- Working knowledge of Microsoft Windows, Excel and Word; and
- Must possess good human relations and communication skills.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight hour employees – Range 9.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP