

**JOB DESCRIPTION**  
**Puyallup School District**  
**Warehouse**

**WAREHOUSE FOREMAN**

**Purpose Statement**

The position of Warehouse Foreman is done for the purpose/s of supervising LSC staff; maintaining an organized and efficient warehouse layout; maintaining required inventory levels; managing district assets; operating vehicles and warehousing equipment safely; accurately distributing/collecting supplies.

**Essential Functions**

- **Collaborates** with Central Kitchen Manager to adapt routing, driver schedules and daily operations to address school schedules, special events, and facilitate flow of materials into and through departments for the purpose of providing food and services to schools.
- **Communicates** district policies and procedures to building staff, students, parents and public for the purpose of ensuring safe and proper use of buildings, grounds and equipment, meeting customer expectations and expediting services.
- **Conducts** meetings for the purpose of providing staff information and sustaining district compliance with safety and other industry regulations/laws.
- **Coordinates** maintenance, repairs, building operations, and work schedules for the purpose of meeting deadlines, providing building access, communicating pertinent background information, and ensuring efficiency.
- **Directs** personnel for the purpose of maximizing the efficiency of the workforce, meeting shift requirements, while ensuring inventory management protocols are sustained.
- **Manages** and facilitates inventory space usage for multiple departments and program directors, for the purposes of coordinating flow of product, equipment, district supplies and delivery of educational services.
- **Manages** electronic systems and maintains records, for the purposes of accounting for district assets and following district accounting protocols.
- **Monitors** cooler/ freezer equipment for the purposes of maintaining wholesome products and preventing district losses.
- **Operates** equipment (e.g., forklift, delivery vehicle, pallet jacks, etc.) for the purpose of maintaining district operations, transporting items (e.g., furniture, equipment, food products, chemicals, deposits, etc.) and ensuring their secure, safe, and efficient delivery.
- **Performs** basic vehicle preventative maintenance and services daily vehicle needs (e.g., fuels, fills washer fluid, tire pressure, tops oil, etc.) for the purposes of sustaining standard vehicle operations.
- **Performs** inventory functions (e.g., receiving, securing, verifying quantities, stocking, rotating, staging, distributing, processing orders, etc.) for the purpose of meeting district needs, expediting on site operations, and ensuring accuracy, quality, and condition of products.
- **Procures** equipment, supplies, and materials for the purpose of maintaining availability of required items and completing jobs efficiently.

- **Recommends** bid items for the purpose of procuring supplies for district operations.
- **Responds** to off hour emergency calls for the purpose of adapting operations, staffing, and supporting response/recovery plans (e.g., inclement weather schedule changes, cooler/freezer outages, prolonged power losses, school building emergencies, etc.)
- **Secures** facilities, grounds, and equipment for the purpose of minimizing property damage, loss and liability and ensuring safety at work sites.
- **Schedules** deliveries, delivery routes, and moving requests for the purpose of ensuring that district needs are met for efficient operations.
- **Supervises** staff (e.g., assigns work, designs shifts, evaluates, disciplines, etc.) for the purpose of assisting the individuals to perform their functions in a safe and efficient manner.
- **Trains** warehouse personnel for the purpose of adhering to industry certification/safety requirements and sustaining work force skill levels.

### **Other Job Functions**

- **Assists** building supervisor with building evacuation or response action, as directed, for the purpose of ensuring safety of occupants during and after response action (i.e., fire alarm, hazardous spills, other emergencies, etc.).
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Attends** meetings and trainings for the purpose of maintaining professional growth and departmental goals

### **Minimum Qualifications**

#### **Education Required:**

High School Diploma or equivalent

#### **Experience Required:**

Three years recent experience as a delivery driver or other related work experience.

#### **Required Knowledge, Skills, and Abilities:**

**Knowledge** of methods of receiving, storage, delivery of materials; methods of various materials handling; safe driving practices, proper lifting techniques, safe vehicle operating techniques, safe loading and unloading practices; proper use and function of forklifts and other warehouse equipment.

**Skills** to safely operate vehicle/equipment; use English in verbal and written form; operate small hand tools, pallet jacks, and forklifts; perform basic math to calculate quantities of items.

**Ability** to walk and stand for prolonged periods; understand and carry out oral and written instructions and maintain inventory. Significant physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling, talking/hearing conversations and other sound, near/far visual acuity; adhere to safe work practices; work independently with minimal supervision; perform a variety of tasks; maintain attention to detail; maintain confidentiality; read and understand equipment manuals; adjust to flexible assignments often with short notice; communicate, establish and maintain cooperative working relationships with students, staff and public. Significant physical abilities include lifting/carrying/pushing/pulling, stooping/kneeling/crouching/crawling, reaching/fingering/handling/grasping, ordinary hearing, near/far visual acuity/depth

perception/visual accommodation. Maintain total confidentiality in all work assignments especially with respect to the office administration areas.

**Licenses, Certifications, Bonding, and/or Testing Required:** Evidence of insurability, forklift operator license, first aid card, Criminal Justice Fingerprint Clearance. must be capable of being bonded. Subject to random drug and alcohol testing if compensated for a valid Washington CDL license.

## SUMMARY OF PHYSICAL DEMANDS RATINGS

### JOB TITLE: Warehouse Foreman

Report Identification Code = psdmfsc

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

#### Rating Symbol Key:

NP = Not Present - Does not exist

O = Occasionally - Up to 1/3 of the time

F = Frequently - From 1/3 to 2/3 of the time

C = Constantly - 2/3 or more of the time

#### 1. STRENGTH:

A. Standing	65%	
Walking	30%	
Sitting	5%	
B. Lifting	C	50 lbs.
Carrying	C	50 lbs.
Pushing	F	50 lbs.
Pulling	F	50 lbs.

2. CLIMBING	O
BALANCING	O

3. STOOPING	F
KNEELING	O
CROUCHING	O
CRAWLING	NP

4. REACHING	C
HANDLING	C
FINGERING	O
FEELING	NP

5. TALKING:	
Ordinary	O
Other	O
HEARING:	
Conversations	O
Other Sounds	O

6. SEEING	
Acuity, Near	F
Acuity, Far	F
Depth Perception	F
Accommodation	O
Color Vision	NP

Field of Vision

O

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: 2 (3) (4) 5 (6)  
(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)
8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are furniture, inventory items, carts, pallet jacks, handcarts, boxes, mail crates, tools, equipment; stooping is vehicle/equipment inspections, sweeping; reaching/handling are supplies, mail/supply sorting; visual acuity/depth perception is seeing road conditions, thresholds, report/order details, signs/addresses.

## SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

### JOB TITLE: Warehouse Foreman

Report Identification Code = psdmfsc

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:  
NP = Not Present in the Job Environment  
S = Seldom - Under 5% of Work Day  
O = Occasionally - Up to 1/3 Time  
F = Frequently - From 1/3 to 2/3 Time  
C = Constantly - 2/3 or More Time.

1. ENVIRONMENT:

Inside 50% Outside 50%

2. EXTREME COLD O

EXTREME HEAT NP

4. WET/HUMID O

Comments Regarding "Wet/Humid" = Weather related, kitchens

5. NOISE S

VIBRATION S

6. HAZARDS:

Mechanical S

Explosives NP

Electrical S

Radiant Energy NP

Burns NP

Other Hazard/s NP

Comments Regarding "Mechanical" = Cleaning equipment, Trucks

7. ATMOSPHERIC CONDITIONS:

Fumes F

Mists NP

Odors S

Gases NP

Dusts NP

Poor Ventilation NP

Other Atmospheric Hazards NP

Comments Regarding "Fumes" = Cleaning solvents, Truck Exhausts, Fuels

Comments Regarding "Odors" = Spray cleaners, Food

8. PROTECTIVE CLOTHING - DEVICES: Kidney belt, gloves, safety glasses, harness

9. E. C.SUMMARY: Inside/Outside Work 2 3 4 5 6 (7) Numbers encircled by () indicate significant involvement of factors enumerated and rated above.