

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: WAREHOUSE MANAGER

BASIC FUNCTION: Under the direction of an assigned administrator, supervise activities of a warehouse, including receipt, inventory storage, restock and coordinate delivery and/or pick up of items/supplies serving schools, offices, and other facilities. Assure proper inventory and replenish levels of items/supplies. Communicate with vendors for the purpose of purchasing. Develop, and utilize systems for replenishing and inventory of items/supplies. Aid district personnel in ordering supplies of best quality at minimum prices.

ESSENTIAL DUTIES:

Directs operations of the warehouse and directs subordinate personnel in these operations.

Receives, inventories, restocks, coordinates, replenishes, and stores supplies; fills properly approved requisition; maintains inventory of supplies and conducts periodic physical inventory; develops and maintains all other records aiding efficient operation.

Assists in filling and ensuring replenishment of items/supply requisitions for special programs, equipment and furniture; load these items/supplies for delivery.

Utilizes District financial system to input inventory receipts using assigned technology and inventory system software including excel.

Develops familiarity with supplies held in inventory; aid the Buyer, Principals, teachers, and other District personnel in choosing items of best quality at minimum cost.

Maintains, plans, schedules and updates record keeping systems as needed to ensure accuracy and delivery and return of items/supplies based on site needs and rotation schedule.

Performs periodic inspections and ensures maintenance of forklifts, pallet jacks, hand trucks, furniture dollies, and related equipment.

Operates a variety of warehouse equipment and machines, including forklifts, pallet jacks, hand trucks, furniture dollies, as well as assigned technology devices and peripheral equipment.

Performs and directs cleaning and general maintenance of warehouse interior and exterior, assuring orderly and safe operation.

Packages, repackages and arranges for shipment by outside parcel services and United States Mail material to be returned to vendors.

Plans, organizes and prioritizes own work and that of others despite many interruptions.

Opens and/or closes facilities office daily and operates security systems.

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Coordinates, conducts and maintains district's annual inventory of fixed assets utilizing a handheld scanner.

Responds to emergencies related to hazardous spills.

Performs related duties as required.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: 1) Reports to Business Services Supervisor, or other assigned supervisor
 2) Provides direction to the following positions:
 a) Stock Clerk/Delivery worker
 b) Mail Clerk
 c) Volunteers

Internal Contacts: Continuous contact with Accounting, Purchasing, Library, Mail Room, other districts, and school sites, and Maintenance regarding purchasing, scheduling, and delivery.

External Contacts: Frequent contact with supply vendors.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, equipment and materials used in the receipt, storage, control, inventory and distribution of materials, supplies and equipment, including computer input.

Inventory procedures and techniques.

Warehouse safety and security practices and procedures.

Interpersonal skills, such as tact, patience and courtesy.

Record-keeping techniques.

Standard supplies and materials handled in warehouse.

Terminology, forms, inventory and other records.

Requisitioning, purchasing, receiving, warehousing and scheduling.

Make arithmetic calculations quickly and accurately.

Operate variety of warehouse equipment including fork lift, trucks, handheld scanner, etc.

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Multiple purchases and deliveries of diverse items, return of defective supplies, purchase decisions.

ABILITY TO:

Operate assigned technology devices and peripheral equipment, standard business software, and specialized database and spreadsheet applications.

Perform a variety of warehousing and store-keeping duties, including filling requisitions, stocking, shelving and checking materials and supplies.

Load and unload materials, supplies and equipment; using proper methods and equipment.

Operate or learn to operate a variety of warehouse equipment, including forklifts, pallet jacks, hand trucks, dollies, and handheld scanners in a safe and efficient manner.

Communicate effectively with others and direct the work of others.

Maintain records and prepare reports.

Understand and follow both oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Make maximum use of storage space.

PHYSICAL DEMANDS:

A person employed in this classification is frequently required to stand, walk, stoop, kneel, crouch, climb balance and sit. The employee is regularly required to repetitively use fingers on both hands simultaneously or operate objects, tools or controls, reach with hands and arms; talk and communicate clearly. The employee must regularly lift and/or move items weighing up to 75 pounds without assistance and 100 pounds with assistance. Specific vision abilities used while performing this job including close vision, distance vision, color vision, depth perception and the ability to adjust focus.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License required and insurability by the District's insurance carrier.

Possession of forklift operator's certificate or ability to secure a forklift operator's certification within four months of employment.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record, and fingerprinting is required.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: 1) High school education supplemented by courses in warehouse management and inventory control. 2) Three years' experience in stock, supply, shipping, and receiving work, including maintenance and recordkeeping. Purchasing experience is highly desirable.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to loud noise and outside weather conditions, including fumes and airborne particles and vehicular vibrations. Is occasionally exposed to moving mechanical parts.

PREPARED BY: Personnel Commission **DATE:** 4/85

APPROVED BY: Board of Trustees **DATE:** 6/20/85

REVISED BY: Personnel Commission **DATE:** 1/25/05

REVISED BY: Personnel Commission **DATE:** 10/24/17

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