

WAREHOUSE DISTRIBUTION CENTER LEAD

Reports to: Director of Business Operations

Location: Distribution Center

FLSA Status: 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

The Distribution Center Lead serves as the Distribution Center primary point of contact for all internal and external stakeholders, fostering effective communication and maintaining positive relationships. The Distribution Center Lead is responsible for the courier employees, providing oversight, direction, and planning to ensure quality and efficient district-wide services are provided.

Part II: Supervision and Controls over the Work:

Employee is expected to independently perform assigned work only seeking the assistance of the Director in unusual or difficult situations. Work is performed under the supervision of the Director in accordance with established District policies and procedures.

Part III: Major Duties and Responsibilities

Lead Functions

- Serves as the Distribution Center primary point of contact for all internal and external stakeholders.
- Provides oversight, leadership, direction, and feedback to personnel working in the Distribution Center in performance of Distribution Center duties including, but not limited to, operation of equipment such as box truck, forklift and pallet jack.
- Responsible for productivity and quality of work of distribution center staff. Inspects work of staff as needed. Develops and delivers new employee training for distribution center staff.

- Enforces distribution center standards and procedures. Coordinates work of cross departmental distribution center staff, including seasonal special projects staff, to ensure efficiency and safety.
- May provide Director input on the overall performance of distribution center staff.
- Provides input to Director on distribution center staff time off requests.
- Participates in interviewing, screening and selection of new distribution center employees.
- May be privy to confidential personnel information, and keeps information confidential and secure.
- Recommends new purchases or replacement of equipment to Director. Assists in controlling costs and reducing waste.
- May perform functions of Courier as needed due to staffing.

Administrative Functions

- Coordinates the planning and scheduling of all Distribution Center work including service requests. Examines unplanned requests and determines the best way to accomplish the work with the resources available. Establishes priority level of requests and determines capacity to meet requests. Communicates with internal customers on priorities, capacity and schedules.
- Anticipates, identifies and addresses operational challenges promptly, utilizing problem-solving skills and collaborating with cross-functional teams to implement efficient solutions to ensure core services are always provided.
- Develops distribution routes based upon many internal and external factors . Adjusts routes as needed due to changes in traffic patterns, route inputs or one-time service requests..
- Manages the delivery schedule of vendors. Ensures deliveries are properly and securely received. Resolves delivery issues, including claims and adjustments. Identifies storage issues and proposes short-term and long-term storage solutions.
- Coordinates with Business Operations staff on disposal of obsolete equipment and materials. Collects and organizes surplus inventory.
- Manages supply inventory to assure timely availability of needed materials.
- Prepares, reviews and processes forms, records and reports as required by District or State policies.
- Maintains Distribution Center storage areas in a neat, clean, orderly, and safe manner providing for maximum efficiency of operations.

Safety and Security

- Periodically inspects, or otherwise maintains awareness of equipment and Distribution Center building to detect the need for maintenance or preventive maintenance service.

- Plans, schedules, and coordinates work to ensure both building and equipment are maintained, serviced, and/or repaired in a timely manner. Coordinates with lessors and inspects work of vendors as needed.
- Trains and instructs staff in safety procedures and requirements. May assist in accident investigation and documentation.
- Oversees district deposits. Ensures internal controls are followed and troubleshoots issues that may arise to secure district assets.
- Secures equipment and supplies and protects against pilferage, loss, or theft.
- Assists in implementing emergency planning and response. Oversees the relocation of perishable food in the event of equipment failure.

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 distribution center or related field, and three (3) years progressive responsibility leading or coordinating teams.
- 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 district-wide staff.
- Ability to lead others in their work and persuade them to take action in the performance of their duties.
- 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 work with frequent interruptions. Ability to organize work, set priorities, meet tight time constraints and deadlines.
- Ability to operate machinery, including but not limited to, Box truck, forklift, pallet jack, dolly, hand truck, various computer systems
- Possess or be eligible to acquire a Commercial Driver License and possess a safe driving record.
- Ability to respond to after-hours emergencies on a timely basis.

- 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 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.