



SERVICE WORKER

WAREHOUSE WORKER LEAD

JOB DESCRIPTION

JOB TITLE: Service Worker - Warehouse Lead
REPORTS TO: Director of Nutrition
LOCATION: District Distribution Center

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-10
DAYS: 260
JOB ID & DATE: CLS-18, October 2023

JOB PURPOSE SUMMARY

The Warehouse Worker Lead is responsible for providing leadership and supervision to the warehouse team. This role involves overseeing inventory management, ensuring the accurate receipt and distribution of goods and mail while maintaining a well-organized and efficient warehouse operation within the school district.

REQUIREMENTS

Education Level Details

High School Diploma or GED

License / Certification Required

Valid Colorado Driver's license

Work Experience Required

Prior experience in a warehouse or inventory management role is essential.
Supervisory or leadership experience is preferred.

Other Skills and Abilities Required

Strong leadership and organizational skills.
Proficiency in computer systems and inventory management software.
Ability to work effectively in a team environment and provide guidance to warehouse staff.
Excellent communication skills for coordination with school staff and team management.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties

- Lead and supervise the warehouse team, providing guidance and support to ensure efficient inventory management and distribution processes.
- Receive, inspect, and inventory arriving goods, overseeing the accuracy and completeness of shipments.
- Organize and maintain the warehouse, ensuring items are stored efficiently and safely in compliance with district policies.
- Maintain cleanliness of facility.

- Implement and oversee central distribution of goods and mail to various departments and schools within the district, following established distribution schedules.
- Coordinate and conduct periodic inventory counts and audits to ensure accurate record-keeping.
- Collaborate with school staff to fulfill requests for materials and supplies, including preparing orders for delivery or pickup.
- Maintain accurate records of goods received, distributed, and returned, utilizing computer systems and software as needed.
- Safely operate and oversee warehouse equipment, such as forklifts and pallet jacks, ensuring safety protocols are followed.
- Support special events or activities that require access to warehouse inventory and lead the team during such events.

Other

- Perform other job-related duties as assigned

SUPERVISORY RESPONSIBILITIES

Directly supervise and lead the warehouse team, including performance management, training, and scheduling.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is required to stand, climb or balance, stoop, kneel, crouch and crawl for extended periods of time The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will primarily work within the warehouse facility that is not temperature controlled. The employee may be required to work evenings and weekends or attend events.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute, and negotiate.

Employee Printed Name: _____

Employee ID Number: _____

Signature: _____

Date: _____