TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Warehouse and Purchasing Lead **CLASSIFICATION: Classified**
DEPARTMENT: Business Services **Range: 18**

BASIC FUNCTION AND RESPONSIBILITY

Under the administrative oversight of the Child Nutrition and Warehouse Manager, responsible for selecting and purchasing quality products for Child Nutrition and other departments. Responsibilities will include processing purchase orders, negotiating with suppliers, tracking orders, creating and maintaining an inventory, and quality assurance. Performs and oversees the functions of receiving, shipping, delivery, and warehousing for the District. Acts in a Lead capacity to run the Warehouse on a day-to-day basis. This role will work with staff across departments, including Child Nutrition.

ESSENTIAL JOB FUNCTIONS

- Coordinates the operation of the Warehouse.
- Coordinates Child Nutrition orders.
- Research, select, and purchase quality products.
- Process requisitions and update order statuses.
- Acting in a Lead capacity, directs other Store Keepers.
- Maintains all records for the operation of the Warehouse.
- Prepares and completes forms, purchase orders, shipping documents, inventory records and vendor documentation, to assure a completed audit trail for all goods.
- Schedules and/or delivers goods or requisitioned stores to sites and departments.
- Moves stores, goods or equipment at school sites as required.
- Assess the quality of stock received and escalate any discrepancies to suppliers and management.
- Transports for Child Nutrition.
- Confers with vendors and transport regarding claims, pricing, materials, specifications, quotations, bids.
- Works with fixed assets.
- Coordinates the distribution of POs with sites.
- Works closely with other storekeepers to ensure proper segregation of duties.
- Performs related duties as assigned.

ADDITIONAL JOB FUNCTIONS

- Assists in shelving and maintaining inventoried stores.
- Assists in rotating stock.
- Assists Maintenance personnel as requested and may substitute as a utility person as required.

EMPLOYMENT STANDARDS

Requires knowledge of:

- Methods and principles of shipping, receiving, and warehouse operations.

Requires ability to:

- Read and write at a level sufficient for the performance of assigned duties.
- Understand and carry out oral and written directions.
- Calculate, using simple mathematics, quantities, extensions, and prices of stock that is accounted for in different unit packaging.
- Drive a forklift and delivery truck. (Must maintain both a valid California Class C Driver's License and OSHA Lift-Truck Operations Certification during the term of employment)
- Operate light maintenance equipment.

- Work independently with a minimum of supervision.
- Schedule and direct the work of others.
- Issue clear and concise directions to others.
- Interpret directions and effectively adjust to new situations.
- Prepare, compile and maintain accurate records.
- Establish and maintain effective work relationships with those contacted in the performance of required duties

EXPERIENCE

- Three years' experience in the supervision and/or operation of a warehouse is preferred.

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material, see distant objects with clarity, judge distances and spatial relationships and identify and distinguish objects.
- Sufficient hearing to hear conversation in person, on the telephone, and hear sounds clearly up to 20 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone and when addressing groups.
- Ability to exert up to 90 pounds of force to push, pull, lift, drag, or otherwise move objects.
- This type of work requires frequent and continuous standing, walking, and sitting for extended periods of time.
- Sufficient mobility to climb ladders, move about the work area, and move between work sites.
- Sufficient manual dexterity to grasp and or manipulate both large and small objects, operate hand tools, and perform filing and record keeping operations.
- Employees in this classification work in warehouse and outdoor environments.

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

BOARD APPROVED: 1/16/2024