

**ST. MARY PARISH PUBLIC SCHOOLS
WAREHOUSE FOREMAN JOB DESCRIPTION**

POSITION: Warehouse Foreman

REPORTS TO: Assistant Superintendent of Curriculum

SUPERVISES: Assistant Warehouse Foreman and COC Custodial Staff

TERMS OF EMPLOYMENT: Following the probationary period as set forth in policy GBG, terms of employment are 240 days.

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

- QUALIFICATIONS:**
1. Must possess a high school diploma or equivalent.
 2. Must possess a valid Louisiana driver's license.
 3. Must demonstrate aptitude or competence to perform assigned responsibilities.
 4. Must be organized, personable, cooperative, and responsive to the needs of the school district.
 5. Must be able to lift and carry 75 pounds infrequently and 35 pounds frequently.
 6. Must be capable of working in hot and cold climates.
 7. Must pass physical examination, criminal background check, and drug screen.

CLASSIFICATION UNDER THE FAIR LABOR STANDARDS ACT (FLSA): Non-Exempt

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Plan and implement maintenance of the warehouse equipment and the buildings.
2. Plan and direct the receiving, accounting, and distribution of warehouse supplies and other equipment and materials.
3. Plan and direct the inventory and stock of all equipment and supplies.
4. Capable of operating a forklift.
5. Direct the provision of equipment and supplies to new and existing facilities of the parish.
6. Unpack items received and inspect for damage and defects.
7. Verify accuracy of shipment by counting, weighing, or measuring items and comparing size, weight, description, and code numbers with information on invoice or packing slip and purchase order; record any discrepancies or damage.
8. Store items according to established procedures.
9. Take items from stock to fill requisitions.
10. Deliver supplies as needed to schools and other facilities.
11. Take physical count periodically of stock on hand and verify count with inventory control totals.
12. Requisition additional supplies as needed.
13. Maintain warehouse in orderly manner.
14. Capable of performing minor maintenance on equipment and buildings.
15. Respond to emergency call outs.
16. Evaluate the performance of assigned personnel and provide training experiences as required.
17. Evaluate and resolve complaints received on equipment and supplies and take appropriate action.
18. Exhibit a working knowledge of the St. Mary Parish Policies and Procedures Handbook.
19. Perform any other duties as may come within the scope of said position or may be assigned by the immediate supervisor or Superintendent.

QUALIFICATIONS: The Warehouse Foreman must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the Warehouse Foreman is frequently required to stand, walk, speak, hear, and sometimes sit. The Warehouse Foreman may occasionally push or lift up to 75 lbs., such as boxes of materials. The Warehouse Foreman is frequently exposed to a work environment noise level, which is moderate to loud. The Warehouse Foreman must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The Warehouse Foreman must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Annual physicals are required in accordance with job duties.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and not considered an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position. Additional duties may be assigned by the superintendent and/or superintendent's designee.

This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The St. Mary Parish School Board reserves the right to change this description at its discretion.

The signature and date indicate the undersigned has received access to an electronic or hard copy version of the job description and the St. Mary Parish Personnel Evaluation Plan and understands the duties and responsibilities required.

SIGNATURE _____ **DATE** _____