

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: WAREHOUSE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Purchasing and Warehouse, plan, coordinate, supervise and participate in the receipt, inspection, storage and issuance of school materials, furniture, supplies and equipment, cafeteria and maintenance supplies; schedule regular and special deliveries of supplies, equipment, food and other items to schools and District offices; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, coordinate, supervise and participate in the receipt, inspection, storage and issuance of school materials, furniture, supplies and equipment, cafeteria and maintenance supplies; assure timely receipt and distribution of warehouse and cafeteria stock. *E*

Inspect shipments of materials, equipment and supplies received to assure compliance with purchase order specifications; verify loads against bills of lading; identify, contact vendors and report shortages, damaged goods or other discrepancies. *E*

Schedule and assign routine and special deliveries of supplies, materials, mail, food, equipment and furniture to various District locations. *E*

Communicate with vendors, District administrators and staff regarding warehouse operations, orders, back orders and related issues; receive requests, provide information and resolve issues, complaints and concerns related to orders. *E*

Train, supervise and evaluate the performance of assigned personnel; assist in the selection of new employees; recommend personnel and disciplinary action as necessary; establish warehouse operational procedures and assure compliance with established procedures. *E*

Supervise the receiving, storage and delivery of food supplies for school cafeterias; maintain related records; supervise and conduct inventory and annual audit activities for food and supplies. *E*

Direct salvage of damaged or used material, books, furniture and equipment; schedule the pick-up and delivery of tables, chairs and other equipment for special events and activities. *E*

Participate in warehouse operations as necessary; pull merchandise and prepare pallets, stack materials, fill and distribute orders, work orders, food orders or other requests for materials; sort and place materials or items on racks, shelves or in bins according to a predetermined sequence; sort and store perishable goods in refrigerated rooms. *E*

Inspect physical condition of warehouse and equipment and prepare work orders for repairs and requisitions for replacement of equipment. *E*

Deliver rush orders needed by a particular school to their facility, utilizing a company truck or van as required. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern warehousing and store keeping procedures including shipping and receiving materials, supplies and food proper and orderly storage, optimum space utilization and stock inventory procedures.

Materials, equipment and supplies used in a school district.

Requisitions, purchase orders, invoices, data processing reports and delivery slips.

Standard abbreviations used in shipping and in designating weights and measures.

Business practices related to the purchase, shipment and receipt of goods.

Record-keeping techniques.

Principles and practices of training and supervision.

Health and safety regulations.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

ABILITY TO:

Coordinate, supervise and participate in the District warehouse operations.

Plan and organize work.

Train, supervise and evaluate personnel.

Determine and maintain appropriate stock levels.

Establish and maintain effective store keeping procedures.

Make arithmetic calculations quickly and accurately.

Operate a computer terminal to enter data, maintain records and generate reports.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Operate warehouse and office equipment including forklift, pallet jack and others.

Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Education: **High School graduate or the equivalent.** Supplemental college-level coursework in Logistics Management, Business Administration or related field is desired.

Experience: Four years of experience in the receipt, storage and issuance of supplies and equipment and in the operation of delivery vehicles.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Forklift Operator's certification.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse, indoor and outdoor environment.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Lifting, carrying, pushing and pulling heavy objects (up to 75 pounds).
Dexterity of hands and fingers to operate various warehouse equipment.
Sitting or standing for extended periods of time.
Heavy physical labor.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist and stooping.

HAZARDS:

Driving a vehicle during adverse weather conditions.
Working around and with machinery having moving parts.
Working at heights.