# Warehouse Coordinator for Summer School Programs

The job of Warehouse Coordinator for Summer School Programs is done for the purpose of organizing and providing the supplies needed for each building and program during summer school programs. This job reports to the Director of Educational Programs.

This job has part-time and flexible hours, working 2-4 hours per week from October - May.

**Essential Functions**

- Communicates with Academic Services and determines needs and processes for summer school supplies.
- Conducts physical inventories for the purpose of verifying stock and identifying losses.
- Manages, prepares, and updates computerized records accurately to provide exact inventory counts throughout the year.
- Orders and maintains supplies for purpose of replenishing totes needed for summer school.
- Possesses good organizational skills and efficient work practices in order to work quickly but accurately through a large volume of tasks.
- Provides direction and training to Warehouse Assistant to ensure coordination and consistency among work tasks.
- Receives and shelves stock, reconciles amounts ordered with amounts received in order to ensure accounting is accurate.
- Researches discrepancies on orders and/or invoices (e.g., overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Unloads and reloads summer school totes throughout the year to prepare for summer school use.
- Works independently and follows inventory sheets to ensure the correct supplies are provided as required for each tote/grade.

**Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge, and Abilities**

SKILLS required satisfactorily perform the functions of the job include: training others, adhering to safety practices; operating equipment used in warehouse/delivery activities; preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions.

ABILITY is required to schedule activities, gather and/or collate data, and use job-related equipment. Some problem-solving may be required to identify issues and determine action steps. Specific abilities required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; meeting deadlines and schedules; performing "medium work" defined as: exerting 20-50 pounds of force occasionally, and/or up to 10-30 pounds of force frequently, and up to 10 pounds of force constantly.

**Working Environment**

The job's functions require the following physical demands: significant lifting, lifting overhead, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 45% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.