

SUPERVISORY JOB DESCRIPTION

WAREHOUSE SUPERVISOR

JOB SUMMARY:

Is responsible for the operation of the District central warehouse including receipt, inventory, storage and issuance of supplies; performs other related work as required.

ESSENTIAL JOB FUNCTIONS:

- Receives and inspects all purchased items
- Stores and issues supplies and equipment
- Prepares periodic inventories and assists in maintaining a perpetual inventory
- Issues stock in accordance with requisitions
- Applies identification decals to equipment
- Responsible for maintaining a clean and orderly warehouse
- Supervises all warehouse/delivery staff
- Improves the efficiency of the warehouse function

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful experience as a stock clerk or warehouseman or its equivalent
- Ability to deal tactfully and effectively with others; to maintain inventory control; to operate machinery used in warehousing such as the fork-lift; ability to keep accurate records; capable of performing manual labor tasks safely.
- Knowledge of the principles pertaining to the storage, issuance and inventory of supplies and equipment; knowledge of the supplies and equipment commonly used in the school system; knowledge of principles of supervision; knowledge of best methods and practices of storing and warehousing supplies and equipment; knowledge of computerized inventory systems.
- Graduation from high school or equivalent.
- Ability to do occasional heavy lifting of a reasonable weight up to 100 pounds.

Supervisory Salary Schedule: Range 21

BOARD APPROVED: 11/18/97

REVISION DATES: