

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Warehouse Supervisor

**Reports to:** Department Administrator

**Classification:** Classified Supervisory

**FLSA:** Exempt

**Range:** Classified Supervisory Salary Schedule

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### **EDUCATION AND EXPERIENCE**

Education and Experience:

Any combination equivalent to: graduation from high school or equivalent required. Minimum 3 years of progressively responsible experience performing a variety of warehouse related duties, including 3 years in warehousing, inventory control, and delivery experience.

Licenses and Other Requirements:

Valid California Class B driver's license

### **SUMMARY**

Plan, organize, coordinate and manage the receipt, inspection, storage and issuance of school materials, furniture, supplies and equipment. Schedule regular and special deliveries of supplies and equipment; assign, review and evaluate the work of assigned warehouse personnel involved in receiving, processing and distribution of supplies. Operate a computer terminal to maintain a variety of records and reports, including the Fixed Asset Inventory.

### **SPECIFIC RESPONSIBILITIES**

1. Plan, organize, coordinate and supervise the District warehouse operations including receiving, bar-coding equipment, furniture, supplies, disposal of surplus, organize the initial set up of computers with Technology.
2. Inspect shipments of equipment and supplies received to assure compliance with purchase order specifications; identify and report shortages, damaged goods .or discrepancies.
3. Schedule and assign routine and special transfer of supplies, materials, mail, equipment, and furniture to various District locations.
4. Supervise and evaluate the performance of assigned staff: assign and review work and participate in the selection of new personnel as assigned; recommend and participate in disciplinary action as needed.
5. Coordinate the District-wide inventory activities, plan and layout storage areas to allow maximum space utilization.
6. Operate a computer terminal to maintain a variety of records and reports pertaining to the fixed asset program for GASB34, and records of disposal of surplus, records of software, warehouse operations, stock, mail deliveries and the budget; train assigned staff the proper operation of computer and inventory related software applications.
7. Oversee the maintenance of the warehouse to assure clean, orderly, safe and secure operations; inspect warehouse facilities and equipment to assure safe and proper operation; schedule repairs as necessary.
8. Conduct in-service safety training for warehouse personnel as necessary. Coordinate the salvage of obsolete District supplies and equipment as directed.

06/28/07

John Mullian