

**FULLERTON SCHOOL DISTRICT
CLASSIFIED PERSONNEL COMMISSION
RANGE 30**

WAREHOUSE COORDINATOR/DISTRICT SERVICES

JOB SUMMARY:

Under general supervision of the Supervisor of Purchasing and Stores, using considerable warehousing and decision-making skills, coordinates and operates a centralized district warehouse and delivery service.

DISTINGUISHING CHARACTERISTICS:

Warehouse Coordinator/District Services duties revolve around coordinating, organizing and directing the operation of a central warehouse and delivery system at the District Administrative Offices. This classification differs from that of Warehouse Coordinator/Food Services in that the warehouse coordinator assigned to the Food Services Department specializes in warehousing food services related items rather than District-wide materials and services. It differs from the lower level position of Stock Clerk/Transporter in that Warehouse Coordinator positions direct the work of subordinate transporters and overall warehouse operation.

EXAMPLES OF DUTIES

Establishes warehouse and distribution standards and procedures; plans, organizes and coordinates the receiving, storage, retrieval and issuance of warehouse stock, District records and instructional materials, including textbooks; maintains computerized recordkeeping systems; schedules and arranges for delivery of supplies, equipment and materials between schools; performs all manual tasks of warehouse operation and deliveries, resolves delivery problems including storage, claims and adjustments; checks the operation of all equipment such as fork lifts, pallet jacks, etc.; performs minor general maintenance and preventative maintenance involving equipment assigned to warehouses such as fork lift servicing; confers with district personnel and vendors in resolving questions and problems including warehouse stock and returned goods issues; schedules and conducts periodic inventories including fixed asset tagging; develops and prepares computerized instructions and information for proposed storage, inventory and requisition procedures; maintains detailed computerized records and prepares periodic reports; plans and lays out warehouse storage and shelf arrangements; assists in coordinating surplus pick-up, storage and disposal; establishes and maintains safe practices; prepares recommendations regarding changes and future needs; coordinates and directs activity; operates necessary material handling equipment; performs other related duties as needed.

EMPLOYMENT STANDARDS

Education: Equivalent to graduation from high school.

Experience: Four years responsible warehouse store keeping or stock control experience including one year in a supervisory or lead capacity.

Knowledge of: Methods used in safe receiving, storing and issuing of supplies, materials requisitions, purchase orders, shipping documents, and delivery reports; stock inventory

procedures; technical aspects of warehouse operation; basic methods, materials, tools, equipment and safe techniques used in general maintenance, repair and warehousing work; computer operation and relevant software applications.

Ability to: Plan, organize and direct a central warehouse system; keep computerized records and prepare reports; analyze and utilize methods of storage and delivery; schedule and coordinate work of others; train and provide input on the evaluation of subordinate employees; operate a forklift and drive a truck, if required, in a safe manner; perform heavy physical labor; maintain insurability to drive a District vehicle, if required; establish and maintain effective and harmonious relationships with District personnel.

License: Possession of a valid California Driver's License

The work environment and physical demands of the positions described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this warehousing category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this job, the employee works mainly a warehouse environment. Employees will also work in an outdoor environment. Employees are subject to seasonal heat, cold and adverse weather conditions. While performing the duties of this job, the employee regularly works near moving mechanical equipment such as forklift and pallet jack. The employee may be exposed to fumes, dust and odors, and may work at heights within the warehouse environment. The noise level in the work environment is usually loud.

Physical Demands: The physical demands of this position include walking and standing for extended periods of time. Employees will frequently bend at the neck and trunk while performing the duties of this job and will work near moving mechanical parts and motorized equipment to load/unload or move materials. Heavy physical labor involving the lifting, carrying, pushing and pulling of heavy objects is required. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Reaching overhead, above the shoulders and horizontally with hands and arms is required as is bending at the waist, kneeling and crouching. The employee is occasionally required to climb ladders to reach supplies and equipment and balance, stoop, kneel, crouch, or crawl. The employee routinely works from an upright standing position and in some instances pushes food carts that can weigh up to 500 pounds. The employee is regularly required to use hands to operate a computer and various warehouse equipment. Hearing and speaking abilities to exchange information and vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus are also required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.