Warehouse Operations Specialist

Purpose Statement

The Warehouse Operations Specialist is responsible for the day-to-day operations of the TTUSD warehouse and its accurate, timely, and efficient deliveries of food and other materials to and from our school sites. The employee will assist the Coordinator of Maintenance and Operations in coordinating the work of staff engaged in the operation of the TTUSD warehouse including delivering food and supplies to the district's schools and operating the interoffice mail system. In addition, purpose/s of delivering mail and ordered items to and from district facilities; moving and distribution of furniture, stages, seasonal, and other items as needed: maintaining flow and movement of items in and out of the facility designated as the receiving point for district distribution; verifying freight bills; ensuring safe operation of vehicles used; loading and unloading of deliveries.

Essential Functions

- Plans and organizes the work of assigned staff; with staff, develops, implements and monitors individual work plans to achieve assigned goals and objectives.
- Works with staff to ensure a high-performance customer service-oriented work environment which supports achieving TTUSD objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.Troubleshoots and finds solutions to problems that arise in the operations of the warehouse.
- Maintains the physical inventory of the Food Services department items and ensures the inventory accuracy and timely updating.
- Maintains the healthy operation of the district's food services inventory by properly organizing and rotating the inventory to minimize food spoilage.
- Develops methods for new tasks and to improve department customer service and efficiency.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings for the purpose of obtaining and/or providing information and discussing and/or resolving problems.
- Collects and distributes mail and other materials as necessary for the purpose of distribution according to district requirements and needs and postal regulations.
- Collects and distributes furniture, stages, seasonal and other items as necessary for the purpose of supporting facility needs, staff moves, and assistance with events.
- Collects and distributes food supplies, equipment, instructional materials and other items for the purpose of distribution to assigned facilities and / or individuals.
- Processes externally routed mail for the purpose of ensuring compliance with postal service regulations.
- Loads and unloads orders of food items, supplies, and/or equipment for the purpose of preparing orders for delivery transport.
- Forwards documentation of deliveries, routes, mileage, etc., for the purpose of providing written support and / or conveying information as necessary.
- Performs routine maintenance on vehicles used for deliveries, inclusive of inspections, fueling, fluid filling, etc., for the purpose of maintaining equipment in a safe operating condition.
- Performs routine maintenance on all other equipment used for the purposes of loading and unloading, and deliveries for the purpose of maintaining equipment in a safe operating condition.
- Receives, distributes, delivers, and sorts internal and external mail.

- Calculates and applies postage to outgoing mail; reviews and adheres to distribution time frames and coordinates deliveries with sites, departments, and supervisor.
- Maintains flow of merchandise and district materials and goods through the facility designated as the receiving point for district distribution.
- Responds to inquiries of staff and vendors for the purpose of providing information and / or direction regarding the status of deliveries.
- Supports the district's asset tracking system including updates and asset tagging.
- Supports the district's surplus asset system including updates and surplus events.
- Provides information to the supervisor for file maintenance and billing purposes.
- Operates a variety of equipment such as district vehicles, pallet jacks, fork lifts, and snow removal equipment.
- Prepares written materials for supervisor (e.g. purchase orders, memos, etc.) for the purpose of documenting activities and/or conveying information.
- Responds to inquiries for the purpose of providing requested information and/or referring to appropriate personnel.
- Other job-related duties as assigned

Other Functions

- Removes snow from district properties for the purpose of maintaining a safe environment.
- Researches discrepancies on delivery orders for the purpose of correcting errors and / or returning damaged / incorrectly delivered items to vendors, inclusive of purchase order number verification.
- Maintains a clean and safe working environment in areas used for the distribution of district supplies, equipment, and materials.
- Assists other personnel as may be required for the purpose of supporting them in completion of their work activities.
- Attends meetings (e.g. safety, in-service, workshops, etc.) for the purpose of receiving and/or conveying information.

Job Requirements & Skills

- Plans, organizes, and coordinates centralized purchasing warehouse operations to meet TTUSD business and educational objectives.
- Defines issues, analyzes problems, evaluates alternatives and develops sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Manages multiple and rapidly changing priorities calmly and efficiently. Maintains highly sensitive and confidential information.
- Understands and follows written and oral instructions; communicates clearly and effectively, both orally and in writing.
- Makes independent decisions and successfully performs the essential functions of the position.
- Memorizes to recall facts, figures, codes, instructions and information and to complete tasks in a timely manner.
- Concentrates under pressure to perform tasks and meet deadlines.
- Interacts successfully with supervisor, TTUSD staff and the public.
- Meets accuracy and productivity requirements to perform the required tasks of the position.
- Performs math to accurately audit and process data relating to scope of work and to maintain records.
- Works on multiple tasks; prioritizes and concentrates under pressure to meet deadlines.
- Performs the essential functions of the job and operates all standard equipment.
- Reaches from waist to, at, or above shoulder level; bends, stoops, pushes, pulls, grasps, squats, twists and kneels.
- The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; some

stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 40% walking and 20% standing.

- Lifts and carries up to fifty pounds.
- Communicates and exchanges information successfully in person, via e-mail and by telephone.
- Please note that some locations may have stairs and may not have elevators.
- Operates standard office equipment including a computer, printer and multimedia equipment.
- Travels countywide to a variety of sites within a reasonable time frame.
- The job is performed under temperature variations, some hazardous conditions and varying atmospheric conditions.
- All requirements are subject to possible modification to reasonably accommodate an individual with a disability.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience:

Job related experience with increasing levels of responsibility

Certificates & Licenses:

Valid Class C Driver's License
CA Food Handler Manager Certificate

Education:

High School Diploma or equivalent

Clearances:

DOJ/FBI Fingerprint Clearance
TB Clearance
Drug Screening

Additional Qualifications

Ability to travel to other sites/locations

Supervision

Coordinator of Maintenance and Operations

Required Testing

Successful Completion of Pre-Employment Process

Continuing Education/ Training

Training attendance at workshops as appropriate

Salary Grade

Range 29 on the Classified Salary Schedule

Work Year

260 Days [CLAS1]