

## RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE:** WAREHOUSE SUPERVISOR (Range S-30)

**BASIC FUNCTION:**

Under direction of an assigned supervisor, oversee the operations of the District warehouse and publications department; supervise the receiving, storing, and delivery of school equipment and supplies; maintain central stock control and oversee the production of the printing services for the District.

**REPRESENTATIVE DUTIES:**

Organize, supervise and perform work related to the operations of a central receiving, central standard stock warehouse and publications department. E

Inspect shipments of materials, equipment and supplies received to assure compliance with purchase order specifications; identifying and reporting shortages, damaged goods or other discrepancies. E

Identify merchandise received by stock catalog number. E

Supervise stock inventories; maintain proper stock level; communicate with the District Inventory Control Specialist as appropriate. E

Plan floor locations, stacking patterns and pallet arrangement. E

Fill requisitions and prepare shipments; schedule and supervise delivery procedures. E

Maintain accurate files and records. E

Manage records of all school property including the associated data with an asset management system. E

Take semi-annual inventory and verify the information with the perpetual inventory record. E

Oversee and perform activities involving surplus items. E

Train, supervise and evaluate assigned staff; conduct grievances at Level I in the assigned area; assist with screening and interviewing job applicants; maintain attendance records for assigned staff. E

Operate a computer and assist with data input as required to implement stockroom requisitions. E

Operate forklifts, pallet jacks, power trucks and deliver vehicles. E

Recycle paper goods in selected locations. E

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern procedures including shipping and receiving materials, proper and orderly storage, optimum space utilization, printing services and stock inventory procedures.

Materials, equipment and supplies used in a school district.

Business practices related to the purchase, shipment and receipt of goods.

Record-keeping techniques.

Principles and practices of supervision and training.

Health and safety regulations.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Proper methods of storing equipment, materials and supplies.

Technical aspects of field of specialty.

**ABILITY TO:**

Supervise the operation of the District stockroom.

Determine and maintain appropriate stock levels.

Establish and maintain effective storekeeping procedures.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Establish and maintain effective and cooperative working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Train, supervise and evaluate personnel.

Maintain accurate and current records of stockroom transactions.

Communicate effectively both orally and in writing.

Read, interpret and follow rules, regulations, policies and procedures.

Use a variety of machines and equipment utilized in the stockroom and publication operations.

**EDUCATION AND EXPERIENCE:**

HS Diploma or equivalent and two years increasingly responsible warehouse work and/or printing experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Must be bondable at the time of appointment to and during employment in a position in this class.

Forklift certification.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Warehouse environment.

Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Heavy physical labor.

Seeing to inventory materials and perform related work

Dexterity of hands, wrists and fingers to operate warehouse and office equipment.

Hearing and speaking to exchange information and provide work direction.

Reaching overhead, above the shoulders and horizontally to retrieve and store materials.

Lifting, carrying, pushing or pulling heavy objects/unload heavy supplies and equipment.

Bending at the waist to inspect packages.

Walking or standing for extended periods of time.