CLASS TITLE: **WAREHOUSE LEAD WORKER**

DEFINITION: Under general supervision, performs work of considerable difficulty in supervising and participating in the daily activities of scheduling, routing drivers, posting orders, inventory, receiving; receives, inspects, issues and stores supplies, equipment, purchased or stored by the district; picks up and delivers supplies, equipment and other items to district schools and offices; maintains assigned storage areas in a clean and orderly condition; and performs related work as required.

EXAMPLES OF DUTIES: Assists Warehouse Supervisor in the daily operations of the Central and Food Warehouse; directs and supervises the routing of drivers; scheduling of warehouse staff to various areas of the warehouse for duties such as filling orders, receiving, stocking of supplies and food commodities. Under direction of the warehouse supervisor, works directly with the district financial system in all warehouse areas such as the posting of orders, receiving supplies and equipment and the receiving of central receiving items and food service items; overseeing the rotation of commodities, keeping records, maintaining cleanliness and tracking temperatures of walk-in freezer units. Inspects incoming stock for conformity to purchase orders and packing lists; fills requisitions and marks orders for delivery; loads supplies and equipment into delivery vehicles; operates delivery vehicles; determines route in making deliveries to various district schools, offices and other established locations; picks up and delivers office, custodial and cafeteria supplies; picks up and delivers emergency items, material and equipment requiring immediate delivery; assists in conducting periodic inventories of materials supplies and equipment maintained in the central warehouse facilities; maintains various printed records relating to the receipt and delivery of supplies and equipment received, issued through the district's central warehousing facilities.

DESIRABLE QUALIFICATIONS:

Training and Experience:

- Two years increasingly responsible experience in warehouse stores operation
- Or equivalent combination of training and experience
- Experience in driving forklifts
- Experience working with computerized inventory

Knowledge of:

- Warehouse procedures and methods associated with the receipt, storage, issuance and delivery of various equipment and supplies including perishable items
- Strong leadership skills
- Knowledge of the Vehicle Code and operation of motor vehicles
- Working knowledge in the use of computers and software

Skill in:

- Skill in a variety of general warehousing duties related to receiving, issuing and storing school supplies and materials
- Skill in picking up and delivering a variety of supplies, materials and equipment
- Skill in scheduling and directing the work of others
- Understanding and carrying out oral and written instructions
- Establish and maintain effective working relationships

Licenses and Certificates:

- Valid California Drivers License