

**CLASS SPECIFICATION  
Warehouse Supervisor**

**GENERAL PURPOSE**

Under general direction, organizes, coordinates, manages and directs the activities and operations of the District or Food & Nutrition Services warehouse and delivery operations; maintains inventory of equipment and supplies; plans, manages, directs and participates in the distribution of goods to school sites and District departments; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

An incumbent in this class manages and integrates the activities and operations of the District or Food & Nutrition Services warehouse, including shipping, receiving, storage, issuance and distribution of food, equipment, materials, supplies, furniture, textbooks and other items purchased by the District. The incumbent is responsible for ensuring that all items, equipment and materials are received, stored, shipped and delivered to and from District schools and sites in a timely, safe and efficient manner and in compliance with all applicable laws, rules, codes and District policies and practices. Additionally, the incumbent is held accountable to ensure the safety and security of subordinate employees, the warehouse site and assigned District vehicles and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Plans, organizes, supervises and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual department/site budget; supervises and participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve District and department/site goals, objectives and performance measures consistent with the District's quality and service expectations.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's classified human resources policies and labor contract provisions.
3. Provides day-to-day leadership to ensure a high performance, customer service-oriented work environment which supports achieving department/site objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, manages, directs and participates in receiving, storing and issuing warehouse stock and products; oversees inspection of received shipments to ensure conformity with purchase order specifications; manages identification and reporting of products and, as necessary, participates in assessing, identifying and reporting shortages, damages and other deviations; oversees stock control; organizes, coordinates and oversees regular, periodic or special inventories of stock items; reviews orders and audits warehouse stock and inventory procedures; supervises the maintenance of District asset inventory; prioritizes, schedules and, as required to meet customer service expectations, participates in filling orders.

5. Ensures organization, safety, security and cleanliness of warehouse facility; regularly inspects warehouse facility for fire, safety, storage and security discrepancies, identifies issues and plans, directs and monitors appropriate resolutions to meet OSHA standards; designs and lays-out warehouse storage areas and shelf arrangements for maximum capacity and efficient organization; organizes, coordinates and inspects maintenance and upkeep of warehouse facilities; evaluates various warehouse systems and makes system improvement recommendations to District management.
6. Plans, manages directs and participates in distribution activities and operations; routes, schedules and dispatches drivers to deliver processed orders in an expeditious, cost-effective manner; as necessary, makes required adjustments to maintain integrity of daily delivery schedules and to meet customer service expectations; coordinates deliveries with other divisions; directs and manages the delivery of mail to District schools and sites; coordinates the disposal of trash compactors and grease barrels.
7. Provides expertise, guidance and assistance to management, other District personnel, vendors and carriers in storage and distribution matters; within scope of authority, evaluates technical information and data and provides decisions and recommendations; collaborates with the Director, Purchasing to identify and resolve inventory and delivery issues; receives, responds to, investigates and resolves vendor, carrier, customer, Finance department or other storage or distribution-related inquiries, concerns, complaints and problems; interprets and explains applicable laws, regulations, codes, policies and procedures.
8. Performs administrative functions related to areas of responsibility; analyzes, interprets and utilizes system data to assess and monitor stock storage, inventory and distribution activities; organizes, directs and monitors the development, maintenance and management of records, files, lists, forms and other documentation; maintains and manages the District's record storage and retrieval system; as assigned, writes, compiles, develops, edits, revises, produces and provides or manages and directs production of necessary reports and information.
9. Reviews paperwork sent to AP and Purchasing for accuracy; oversees the accuracy of purchase order processing by purchasing staff; provides customer service to District faculty and staff regarding purchase orders; assists as needed in filling and processing purchase orders; logs site money deposits and prepares banking documentation for armored car pick-up; distributes banking supplies to school sites.
10. Operates a variety of warehouse distribution equipment; drives a delivery vehicle as needed.
11. Keeps abreast of current trends and developments in warehousing, distribution and purchasing techniques and methods.

#### **OTHER DUTIES**

1. Fills in for other warehouse staff, as required.
2. Attends a variety of District and staff meetings.
3. Conducts orientation and in-service training programs.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Modern warehousing and storage procedures, including shipping and receiving, proper and orderly storage, optimum space utilization and stock inventory procedures.
2. Materials, equipment and supplies used in a school district.
3. Business practices related to the purchase, shipment and receipt of goods.
4. Rules, regulations and requirements for parcels, bulk mailings, international and special mail classes.

5. Warehouse procedures related to perishable items, USDA commodity foods and food service supplies and equipment.
6. District organization, operations, policies and objectives.
7. Proper lifting techniques.
8. Types, uses and operations of warehouse vehicles and equipment.
9. Federal and state laws, codes and regulations and District policies and practices pertinent to areas of responsibility, including those related to health and safety and sanitation.
10. Principles and practices of sound business communication.
11. Principles and practices of effective supervision.
12. District classified human resources policies and procedures and labor contract agreements.

**Ability to:**

1. Plan, organize, manage and integrate the activities of a large warehouse and distribution operation to meet District business and operating objectives.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Take inventory and maintain accurate control systems.
4. Forecast and order appropriate amounts of food and supplies.
5. Establish, maintain and improve systems, policies, processes and procedures related to areas of responsibility.
6. Operate a variety of warehouse equipment and vehicles, including a forklift and delivery trucks.
7. Operate a computer and standard business software.
8. Make arithmetic calculations quickly and accurately.
9. Perform heavy physical labor.
10. Observe legal and defensive driving practices.
11. Communicate effectively both orally and in writing.
12. Understand, interpret, apply and explain applicable laws, codes and ordinances.
13. Prepare clear, concise and comprehensive reports and written materials.
14. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
15. Establish and maintain effective working relationships with District management, faculty, staff and others encountered in the course of work.

**Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent; and at least four years of progressively responsible warehouse and distribution experience, at least two of which were in a supervisory or lead capacity. Experience in a public agency is preferred. Some college-level coursework in business administration, purchasing, warehousing or a closely related field is desirable.

**Licenses; Certificates; Special Requirements:**

Employee must be certified to operate a forklift.

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms; and drive a vehicle. An employees occasionally stoops, kneels, bends, crouches or crawls, climbs or balances and lifts up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District management, faculty, staff and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a warehouse, and the noise level can be loud. An employee works near moving equipment and moving mechanical parts and may be exposed to heat and cold conditions.

Board Approved: 2/15/2007

Effective: 7/1/2007