Job Description **10.08**
MOORE PUBLIC SCHOOLS

Job Title: **Warehouse Foreman**

Qualifications:

Credentials: **Valid Oklahoma Drivers License and acceptable driving record.**

Education: High school, GED or equivalent experience is required in lieu of high school degree.

Training or Experience Required: 2-4 years of directly related warehouse or maintenance experience. At least one at the school district is preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.
In addition to above, composes correspondence; trains and directs others and provides complex instructions; conducts interviews.

Data Recording/Record Keeping: Performs simple data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic charts, invoices, billing/shipping material, or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions. Such machines include but are not limited to photocopiers and CRT/computers (no software experience).

Tools and Equipment Usage: Uses tools or equipment in a manner requiring some training or instruction. The most complex tools or equipment necessary to perform satisfactory include: riding and manual forklift.

Site: **Warehouse**

Reports To: **Director of Maintenance**

Job Goal (Purpose of Position): Performs skilled and lead/foreman level duties under limited supervision to operate the warehouse to keep all sites in the district operational and performing sufficiently due to warehouse supplies, tools, parts, produce and equipment.

An incumbent in this position will follow generally standardized operating policies and procedures. However, due to the variety of decisions, must use discretion, ingenuity and independent judgment.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public (suppliers) to determine actual information and supplies needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them of alternative courses of action. An employee must learn how to deal with impatient customers and vendors effectively.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to order supplies, get the best price, and to service departmental needs. It requires following safety guidelines and policies to avoid injury and accident. It requires promulgating and ensuring employees adhere to school dress standards, proper attendance or leave policies, and other work-habits concerns. Initiative and effective problem solving are critical to the success of the position.

Essential Job Functions:

1. Oversees the warehouse operations assigns work to subordinates; review performance, and performs other supervisory functions.

2. Overseas the ordering, delivery, inspection, and warehousing of supplies, equipment, and other items. Pulls orders as necessary. Keeps accurate records of inventory received and delivered to sites.

3. Schedules deliveries from warehouse to sites. Schedules furniture and equipment transfers. Supervises the unloading and loading of trucks.

4. Notifies suppliers about damage, defects, or shortages in shipments. Ensures that product delivered at warehouse is what has been ordered. Schedules pick up of items to be returned to vendors.

5. Maintains a parts inventory and inventory of stock. Rotates stock/perishables so as not to cause waste.

6. Places identifying information on items and posts quantity received on purchase orders.

7. Stocks shelves, inventories stock, and retrieves stocked items upon demand.

8. Keeps necessary records relative to movement/transfer of furniture, equipment, etc. Files necessary records and maintains computerized filing system for all inventory. Keeps records concerning equipment repairs and issues work orders to the maintenance department.

9. Cleans and maintains warehouse and equipment, including assigned vehicle.

10. Performs other duties as assigned.

Supervision exercised: An incumbent serves as supervisor to a small staff of employees, responsible for training, assigning and reviewing work, as well as performing similar work. Has additional responsibility of performance evaluation and may assist with discipline, and other such responsibilities.

Physical/Mental Requirements and Working Conditions:

Due to the nature of the task and the availability of job restructuring, some of these physical requirements may have to be reviewed on a case-by-case basis.

In a workday, the employee must stand/walk 6-7 hours per day. Employee's job requires frequent bending/stooping; occasional squatting/crouching; occasional crawling/kneeling; frequent climbing (height 12 feet); frequent reaching above shoulder; and frequent pushing/pulling.

Employee's job requires frequent carrying/lifting of up to 50 pounds, occasional carrying/lifting of up to 100 pounds in order to fill orders, complete transfer requests, and stock shelves with equipment and furniture, supplies and parts.

Job requires employee to use both feet for repetitive movements; use both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to oversee all phases of the warehouse operation; read and understand orders and locate merchandise and repair equipment.

Employee must possess hearing/speaking ability to communicate by phone to vendors/suppliers and to employees and other callers/customers. Must be able to give instructions and directives and explain procedures and job functions. Employee must have mental requirement to handle stress of the job, supervise employees and handle/solve problems.

Employee's job requires working on unprotected heights; Use of/close to machinery; working in the outdoors with temperature changes; driving motorized equipment; exposure to dust, fumes, gases, and to cold/freezer. Must use safety precaution in handling certain items.

TERMS OF EMPLOYMENT:	260 days per year
SALARY:	Category G
EVALUATION:	Performance of this job will be evaluated in accordance with the provisions of Board Policy.

Approved 08-09-93
Revised 1998-99 Negotiated Contract
Revised 01-16-01
Revised 05-21-15