Adams 12 Five Star Schools

Job Description
Prepared/Revised: **July 2026**

Job Title:	**Manager, Warehouse**	Job Code:	**051116**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt – E**
Pay Program:	**Administrative**	Pay Range:	**L09**
Typical Work Year:	**12 months**		

SUMMARY: Oversees the operations of district warehouse including receiving, handling, storing, and delivery activities, ensuring high quality standards are met. In addition to warehouse activities this position manages tagging, logging and tracking of all District fixed assets that are delivered via the dock, coordinate with staff for science kit distribution and supervise the auction of surplus equipment within the limitations of board of education policy. The manager is responsible for implementing the appropriate inventory control techniques in order to minimize investments and stock-outs while maximizing stock turnover and ensures the warehouse operates at peak efficiency, with customer satisfaction being the primary goal, by supervising, organizing, directing and training warehouse employees, and establishing, monitoring and managing operation goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Supervise daily activities of the warehouse, including quality assurance, inventory control, space management, logistics, floor productivity, shipping, procurement of warehouse assigned commodities, and customer service. Oversee the process for incoming shipments from outside vendors, inter-department and/or damaged merchandise returns from customers. Monitor safe, appropriate and organized use of warehouse space. Continually monitor and implement best practices and efficiencies in warehouse operations to best support educational priorities.	D	30%
2. Schedule, direct, and oversee the activities of the warehouse team to meet the demands of the District and manage the flow and quality of work to maximize efficiency. This work includes the daily routing of deliveries, the storage and movement of instructional materials, equipment and/or supplies and ensure the accuracy, completeness and condition of shipments to all district buildings and departments.	D	15%
3. Ensure good working relationships between warehouse staff and all other district departments by providing timely communication to district personnel and the community regarding warehouse policies and procedures. Work collaboratively with operations staff to ensure efficient inter-department relations.	D	15%
4. Maintains the facility in a constant state of operational excellence and ensuring a safe, clean, well-organized working environment. Trains and supervises warehouse team on the use of equipment including handheld devices, inventory management system, forklifts and other material handling equipment as necessary to perform their duties.	W	10%
5. Generates weekly cycle counts for warehouse staff. Review cycle count discrepancies and reconcile stock adjustment account. Recount items as necessary to verify and reduce counting errors. Assists in identifying and moving excess and obsolete inventory and works closely with all departments to assure a smooth transition and elimination of obsolescence when changes are made in product specification and utilization.	W	10%
6. Manage staff responsible for district surplus, salvage, recycle and/or discard equipment. Maintain an organized bulk warehouse consisting of department stored items, furniture and equipment available for transfer within district and items staged for auction. Manage staff responsible for posting auction items online and maintaining accurate records of sold items and generated revenue reports.	W	5%
7. Coordinates the development and maintenance of all technology for the Warehouse including databases, wireless inventory systems, and internal websites.	M	5%
8. Manage the budgets for warehouse operations and capital purchases, and all surplus auction activities.	M	5%

9. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma.
- Bachelor's degree preferred.
- Minimum of five (5) years of experience in inventory and/or materials management.
- Three (3) years of warehouse management and leadership experience preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.
- Ability to work with all levels of District staff.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Commercial driver's license (CDL) required within 90 days after entering position.
- Ability to pass Department of Transportation (DOT) prescribed physical.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills.
- Ability to lead, coach and develop employees.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Training skills and experience.
- Ability to promote and follow Board of Education policies, District Policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of personal computers and peripherals.
- Operating knowledge of forklift, electric and manual pallet jack, shredder and delivery truck required within 2 months after entering position.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Financial Officer	3091

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Warehouse Lead	1	1475
	Warehouse Worker	8	1472

- Responsible for training employees; planning, assigning and directing work; addressing complaints and resolving problems; and assisting with interviewing, hiring, appraising performance, disciplining and terminating employees.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participate in developing, monitoring and initiating requisitions for the budget associated with the Warehouse, including developing long and intermediate range plans for the department.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the*

essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand			X	
Walk			X	
Sit			X	
PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	**Required**
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	