

CLASS TITLE: WAREHOUSE SUPERVISOR

BASIC FUNCTION:

Under the direction of an assigned administrator, organize and direct warehouse activities including the receipt, inspection, processing, storage, delivery and distribution of supplies, materials, equipment and food items; coordinate communications, deliveries and sanitation functions and personnel; and monitor and evaluate the performance of assigned personnel.

REQUIREMENTS:

ESSENTIAL DUTIES:

Organize and direct warehouse storage, delivery, and distribution of various District supplies, materials, equipment and food items; coordinate activities; prepare and issue warehouse inventory reports; and manage warehouse property.

Coordinate communications, deliveries to warehouse and delivery needs; establish priorities, orders, schedules, and issue orders and invoices.

Train and evaluate the performance of assigned staff; assign and reassign personnel; and review warehouse activities to improve efficiency.

Supervise and coordinate in receiving, processing, and issuing stock in response to orders; to purchase order specifications and packing slips; receive shipments for quantity, quality, and assure timely resolution of shortages, damages, and discrepancies.

Work with Child Nutrition in coordinating inventory, warehouse operations and deliveries to meal service; organize, unloading and transport of food items; and assure proper sanitation of equipment.

Supervise and participate in receiving, processing, issuing and issuing stock in response to orders, requests and returns; supervise and coordinate loading, unloading and handling of supplies for delivery; pull, pack, sort and ship items of supplies to various District locations; and monitor activities to assure deliveries comply with applicable regulations.

Organize and direct the delivery and distribution of items as needed; supervise the pick-up, processing and distribution of mail, reports and packages according to established procedures as necessary.

Oversee and participate in the scheduling, organization and administration of receiving; coordinate the allocation and optimum utilization of warehouse space, equipment investment and stock control functions for warehouse equipment; supervise the receipt, storage, issue, and supply of stock and materials; coordinate, oversee and conduct regular and periodic inventories.

Coordinate and monitor compliance with established safety and sanitation standards, guidelines and regulations; safety standards; establish and maintain safety standards and fire requirements; establish standards, guidelines and regulations.

Oversee and participate in the maintenance of warehouse facilities; turn lights on and off; check cabinets; set and deactivate alarms; assure security of warehouse facilities, stock and equipment; assure adequate equipment and supplies.

Coordinate the purchase, issuance, inventory and transfer of district fixed assets; supervise the citation, tracking and distribution of furniture and equipment; organize and direct the identification, processing and inventory control of general fixed assets; participate in preparing, assigning and affixing labels.

Supervise and participate in the processing and distribution of orders, deliveries, warehouse operations, purchasing, personnel, requisitions, inventory and assigned activities; develop and maintain record-keeping systems, procedures and manuals; warehouse and purchasing records.

Oversee and participate in the input and updating of data for district warehouse operations; assign and monitor computer work; and maintain warehouse records; files; initiate queries, develop spreadsheets and generate computerized reports and documents.

Communicate with District personnel, administrative staffs and various offices to exchange information; coordinate activities and arrangements; and prepare and distribute a variety of correspondence.

Utilize a variety of warehouse equipment such as a forklift, pallet jack, hand truck, computer and assigned software.

Coordinate and oversee the control functions.

Attend and participate in warehouse meetings.

OTHER DUTIES:

Perform rest of duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organization and functions of warehouse, including receipt, storage, delivery and distribution of various supplies, materials and terminology.
- Use and terminology of requisition, purchase order, packing slips, picking slips and other warehouse documents.
- Food safety and sanitation standards and procedures.
- Proper loading and unloading of trucks.
- Operation of a truck, forklift, pallet jack and other warehouse equipment.
- Proper storage methods.
- Principles and practices of supervising staff.
- Operation of standard office equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and diplomacy.
- Proper lifting techniques.
- Mathematical calculations.
- Health and safety regulations.

ABILITY TO:

- Organize and direct warehouse operations including the receipt, storage, delivery and distribution of various supplies, materials and equipment.
- Coordinate communications, deliveries, inventory, safety and sanitation functions and personnel requirements.
- Direct warehouse and delivery needs.
- Train and evaluate the performance of assigned personnel.
- Supervise and participate in warehouse activities.
- Oversee and participate in warehouse activities.
- Coordinate and arrange delivery schedules and activities with shipping partners.
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- Utilize space efficiently and effectively.
- Meet schedules and time lines.
- Operate a computer and assigned software.
- Type and input data at an acceptable rate of speed.
- Coordinate the processing, inventory and transfer of District files.
- Observe health and safety regulations.
- Work independently with little direction.
- Plan and organize warehouse activities.
- Communicate effectively both orally and in writing.
- Establish and maintain a safe and efficient work environment.

EDUCATION

Any combination of education or graduation from high school and four years increasingly responsible warehouse experience including one year of supervisory experience in the delivery of finished goods.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license

Maintain valid California license for automobile insurance coverage

Valid Forklift Certification

Warehouse Food Warehouse Employee

WORKING CONDITIONS

ENVIRONMENT

Indoor and outdoor work environment

Driving a vehicle

Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a vehicle

Hexing, bending, twisting, taking to extreme positions

Seeing to read a variety of materials

Sitting or standing for extended periods of time.

Pushing/pulling hand truck up to 50 lbs. 1-100 lbs.

Reaching overhead, above the shoulders

Bending at waist, knee, hip

Heavy physical labor

Walking

HAZARDOUS

Working around and with machinery having moving parts