

MODESTO CITY SCHOOLS

Job Description

JC 0107

WAREHOUSE SUPERVISOR

OVERALL RESPONSIBILITY

Under general direction, provide leadership and assume management responsibility for the operation of a central warehouse handling a variety of school supplies, material, books, supplies and equipment.

SPECIFIC RESPONSIBILITIES

1. Supervise the receiving, storing, issuing and delivering of materials, books, supplies and equipment.
2. Design and maintain a system that provides for the proper receiving of items to ensure conformity to purchase order specifications and report any shortages, damage or other discrepancies.
3. Schedule and supervise deliveries and pickups.
4. Perform periodic inventories of warehouse stock.
5. Instruct employees in safe work methods and make reports of injuries.
6. Arrange layout of warehouse for optimum efficiency and security.
7. Ensure that the warehouse is maintained in a clean and orderly condition.
8. Provide furniture on loan for special events including chairs, tables and risers (choral and platform).
9. Coordinate the setup of equipment for special events such as band instruments, athletic equipment, classroom materials and office equipment.
10. Coordinate the location or relocation of staff, classrooms, departments and entire sites.
11. Coordinate daily intra-site mail delivery including bulk mailings.
12. Coordinate confidential document handling, storage and destruction for the district.
13. Supervise the identification and marking of capital equipment for inventory; maintain a perpetual physical inventory of equipment.
14. Coordinate and supervise the receipt, storage, and disposal of district surplus, or salvaged equipment.
15. Prepare and maintain a budget, variety of records, files, logs, and reports related to warehouse operations, activities, and functions.
16. Select, train, supervise, and evaluate personnel.
17. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
18. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule.

WAREHOUSE SUPERVISOR (continued)

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of warehousing and stock control methods and procedures.
- Knowledge of receiving, inspecting and issuing materials, supplies and equipment used in a school system.
- Knowledge of computers and software.
- Knowledge of and ability to apply management, budgeting and contract administration principles and practices.
- Knowledge of and ability to apply effective supervision techniques.
- Ability to supervise the operation of a warehouse.
- Ability to maintain accurate and current records of stock transactions.
- Ability to lift, move, sort and store objects of medium weight.
- Ability to operate a fork lift truck.
- Ability to organize transportation and handling of furniture and equipment.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.

Experience

Minimum Requirement:

- Successful experience in warehouse or stores operations.

Education

Minimum Requirement:

- Associate Degree from an accredited college with a specialization in business or equivalent combination of education and work experience related to the position.

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception, color perception and acuity to drive and operate equipment.
- Sufficient hearing to hear work area noise and normal conversation in person and on the telephone.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects, print or write legibly.
- Sufficient strength, coordination and dexterity to use and operate mechanical and hand power tools.
- Sufficient physical ability, strength, mobility, and stamina to drive a vehicle, climb ladders, bend, stretch, stand, kneel, walk, stoop, crawl, and extend legs.
- Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 100 pounds in a series of functional tests, which clearly simulates the work environment.
- Sufficient physical ability and stamina to work outside during inclement weather conditions.

WAREHOUSE SUPERVISOR (continued)

QUALIFICATIONS (continued)

Pre-Employment Physical Examination

A physical and tuberculosis examination is required as a condition of employment. Examinations shall be administered by a District provider and be at the District's expense. Individuals must evidence ability to perform physical requirements of position and test negative for tuberculosis.

License(s)/Certificate(s)/Permit(s)

Valid California Driver's License – Class C.

Department of Transportation Power Industrial Truck Operator's Permit must be obtained within the first sixty (60) days of employment and maintained thereafter.

Provide a Department of Motor Vehicles printout evidencing driving record.

REPORTS TO

Director of Purchasing

Board Approved: 11/15/99

Personnel Approved: 4/23/02

Cabinet Approved: 5/7/02

Board Approved: 5/28/02