

CENTRAL SCHOOL DISTRICT

Job Title: Warehouse Manager - *Position not in use*

Occupational Group: Purchasing
& Warehouse

Reports to: Director of Purchasing & Warehouse

Pay Range: 27

Date of Board Approval: 6/21/2007

Work Year: 12 months

DEFINITION

Under the supervision of Director of Purchasing & Warehouse, organize, coordinate, and perform lead functions in the District's receiving and warehouse operations. Maintain a variety of record keeping and inventory control functions; perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or equivalent
- Valid California Drivers License and safe driving record.
- Insurability by the District's liability insurance carrier.
- Certified Forklift Operator within 6 months of employment

Desired Experience:

- Two years experience in warehousing, distribution and stock control, preferably in a school setting; or its equivalent.

Knowledge and Abilities:

Knowledge of:

Methods and procedures pertaining to receiving, processing, storing and distributing a variety of supplies, materials, equipment and mail; record keeping techniques; operation and routine maintenance of motor vehicle; proper lifting techniques; modern office practices, procedures and equipment use; basic English usage; basic mathematical concepts.

Ability to:

Plan, organize and implement effective and efficient warehouse and distribution operational procedures; maintain an accurate and effective data management, storage and retrieval system; operate a delivery vehicle and related warehouse equipment safely; perform manual work of lifting and moving equipment, material and supplies; meet schedules and timelines; prepare and maintain records; understand and carry out oral and written directions; establish and maintain cooperative working relationships with those contacted in the course of the workday; read, interpret and follow rules, regulations, policies and procedures; work independently with intermittent supervision; provide positive customer service.

ESSENTIAL & REPRESENTATIVE DUTIES – Duties may include, but are not limited to, the following:

1. Coordinate the receipt of goods and supplies into the warehouse inventory. **E**
2. Maintain petty cash account. **E**
3. Coordinate U.P.S. and common carrier shipments; file freight claims with vendors or carriers. **E**
4. Facilitate the training of warehouse delivery worker, delivery operations and schedule. **E**
5. Assist in developing and implementing warehouse and delivery policy.
6. Fill stores requisitions, repackaging and prepare items for delivery. **E**
7. Load and unload district and vendor delivery vehicles. **E**
8. Maintain the warehouse in a clean, orderly, safe and secure manner. **E**
9. Operate warehouse equipment such as forklifts, pallet jacks, utility vehicles and delivery trucks. **E**
10. Coordinate the collection, storage, and maintenance of district surplus property and instructional materials. **E**
11. Label, mark and/or attach asset tags to goods, supplies and/or equipment. **E**
12. Perform a variety of data entry functions using a computer terminal. **E**
13. Coordinate annual inventory of stores and fixed assets. **E**
14. Maintain warehouse records, stores files and Material Safety Data Sheets. **E**
15. Assist in moving equipment and furniture between sites.
16. Deliver goods and mail to various sites.
17. Assist in the sale of surplus property.

WORKING CONDITIONS

Employee may perform duties at various district site locations, indoor and outdoor environment, and inclement weather; requiring heavy lifting, bending, carrying, pushing and pulling of objects; employee may be exposed to communicable diseases or fumes from chemicals and other materials; subject to pests and insects; potential hazards of anti-social behavior.

PRE-EMPLOYMENT PHYSICAL EXAMINATION

This position is subject to Board Policy 4112.4, which requires persons who are offered employment in certain classified positions to submit to pre-employment physical examinations.

PHYSICAL ABILITIES

Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach, push, pull, reach overhead, kneel, squat, climb stairs, and climb ladders; employee must be able to carry up to 50 pounds without assistance, and over 50 pounds with assistance.