

**CAJON**  
**ALL**  
**PERSONNEL COMMISSION**

**CLASS TITLE: WAREHOUSE SUPERVISOR**

**BASIC FUNCTION:**

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

**REPOSONSIBILITIES:**

**ESSENTIAL DUTIES:**

Organize and direct warehouse operations and activities involving receiving, inspection, processing, storage, delivery and distribution of various District supplies, materials, equipment and food items; coordinate communications, deliveries and sanitation functions; and evaluate and improve the performance of assigned personnel.

Coordinate and facilitate applications, deliveries, inventory, requisitions, purchases, transfers, priorities, orders, schedules, asset inventories, and other related functions to meet District needs and issued directives.

Train and evaluate the performance of assigned employees; plan, assign and review transfers, reassignment, terminations, promotions, and other personnel actions; review work methods and procedures; establish standards of efficiency and quality; and improve working conditions.

Supervise and participate in receiving, unloading, inspecting, processing, and issuing to purchase order specifications and packing slips; review shipping for accuracy, including quantity, quality and assure timely resolution of shortages, damage, or goods of questionable origin or discrepancies.

Work with Child Nutrition in coordinating inventory, warehouse operations and deliveries to meal sites; District food service units; and delivery drivers; maintain freezers; organize, direct and evaluate delivery services; and transport of food items; ensure proper rotation of products.

Supervise and participate in receiving, processing, filling and issuing stock in response to orders, requests and redistributions; supervise and participate in sign-out and loading trucks with items for delivery; pull, pack, sort and ship items or supplies to various District locations; and monitor activities to assure deliveries comply with quantity and price requirements.

Organize and direct the delivery of vehicles; deliver and distribute freight, supplies, equipment and items as needed; supervise the pick-up, processing and distribution of mail, packages and packages according to established procedures and regulations.

Oversee and participate in the shelving, organization and labeling of warehouse inventories; coordinate the allocation and ensure optimal utilization of warehouse space; oversee inventory and stock control functions for warehouse equipment, supplies, materials and materials; coordinate, oversee and conduct regular and periodic inventories.

Coordinate, maintain and monitor compliance with established safety and sanitation standards, guidelines and regulations; maintain safety standards; evaluate safety conditions in my department and recommends changes, guidelines and improvements.

Oversee and participate in maintaining the warehouse in a clean, orderly condition; close warehouse facilities; turn lights off; maintain and organize cabinets; set and deactivate alarms; assure security of warehouse facilities, stock and equipment; assure adequate equipment and supplies.

Coordinate the receiving, inventory and transfer of assigned fixed assets; supervise the circulation, tracking and distribution of furniture and equipment; organize and direct the preparation, assignment and distribution of inventory items of general fixed assets; participate in preparing, assigning and affixing numbers to equipment and supplies.

Supervise and participate in preparing, developing and maintaining records and files; handle incoming orders, deliveries, warehouse operations, purchasing, personnel, requisitions, inventory and assigned responsibilities; develop and maintain record-keeping systems; process and maintain records of warehouse equipment, supplies and materials.

Oversee and participate in the input and updating of variety of data and information related to warehouse operations using professional computer software and maintain and update electronic files; initiate queries, develop spreadsheets and generate computerized reports and documents.

Communicate with District personnel, administrative staff and various management agencies to exchange information; facilitate participation and communication among employees; handle and respond to a variety of correspondence.

Utilize a variety of warehouse equipment such as a forklift, jack lift, hand truck, pallet jack, conveyor belt, scissor lift, cart, pump truck, sprayer, etc.; use computer and assigned software.

Coordinate and oversee the recycling and disposal of solid waste products; maintain control functions.

Attend and participate in all safety and health activities in the warehouse including job safety analysis, safety training and activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Organization and direction of receiving, processing, storage, delivery, and distribution of various supplies, materials, equipment, and services.

Warehouse organization, methods, procedures, and terminology.

Use and terminology of requisitions, purchase orders, packing slips, manifests and other warehouse documents.

Food safety and sanitation standards, guidelines, regulations.

Proper loading and unloading of trucks.

Operation of truck, forklift, pallet jack, reader writer, etc.

Proper storage methods, techniques, and procedures.

Principles and practices of supervision and management.

Operation of standard office equipment including a computer and assigned software.

Oral and written communication.

Interpersonal skills using tact, patience, and courtesy.

Proper lifting techniques.

Mathematical calculations.

Health and safety regulations.

**ABILITY TO:**

Organize and direct work of personnel in the receipt, invention, processing, storage, delivery, and distribution of supplies, materials, equipment, and services.

Coordinate communications, deliveries, inventories, safety and sanitation functions, and personnel to meet District needs.

District warehouse and delivery needs.

Train and evaluate the performance of assigned personnel.

Supervise and participate in the development and implementation of work assignments.

Oversee and participate in loading, unloading, and transporting materials for delivery.

Coordinate and arrange delivery schedules and activities in accordance with established safety and sanitation standards.

Organize and direct the loading and unloading of vehicles and equipment for delivery.

Operate a forklift, pallet jack and other material handling equipment.

Coordinate and arrange delivery schedules and activities in accordance with scheduling priorities.

Utilize space efficiently and effectively.

Meet scheduled and time-line times.

Operate a computer and related equipment.

Type out input data at an acceptable speed.

Coordinate the processing, inventory and transfer of District fixed assets.

Observe health and safety regulations.

Work independently with little direction.

Plan and organize work.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships.

**EDUCATION**

A., possession of valid California driver's license for at least one year involving responsibility for delivery of materials.

**LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license.

Maintain a minimum amount of automobile insurance coverage.

Valid Forklift Certification.

Wholesale Food Warehouse Experience.

**WORKING CONDITIONS****ENVIRONMENT**

Indoor and outdoor work environment.

Driving a vehicle over long distances.

Regular exposure to fumes, dust and odors.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a forklift.

Heavy lifting, carrying, taking to extremes, pushing and pulling.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Reaching overhead, above the shoulders.

Bending at the waist, knee and/or hip.

Heavy physical labor.

Walking.

**HAZARDS**

Working around and with machinery having moving parts.