

**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 various 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 supervise the performance of assigned personnel.

Coordinate warehouse activities; deliver materials and equipment to various District locations; coordinate deliveries; and supervise the performance of assigned personnel; and coordinate and issue warehouse inventory reports.

Train and evaluate the performance of assigned personnel; coordinate and supervise the performance of assigned personnel; and coordinate and supervise the performance of assigned personnel.

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, and supervise the performance of assigned personnel; and coordinate and supervise the performance of assigned personnel.

Supervise and participate in receiving, processing, issuing and issuing stock in response to orders, requests and requirements; supervise and participate in receiving and issuing stock in response to orders, requests and requirements; supervise and participate in receiving and issuing stock in response to orders, requests and requirements; and supervise and participate in receiving and issuing stock in response to orders, requests and requirements.

Organize and direct the delivery and distribution of items as needed; supervise the pick-up, processing and distribution of many reports and package according to established procedures as assigned.

Oversee and participate in the scheduling, organization and administration of receiving; coordinate the allocation and secure optimal utilization of warehouse space, maximize inventory and stock control functions for warehouse equipment; supervise and coordinate the receipt, storage and supply of goods 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 requirements for inventory standards, guidelines and regulations.

Oversee and participate in the close warehouse activities: turn lights on cabinets; set and deactivate alarms; assure security of warehouse stock and equipment; assure adequate equipment and supplies.

Coordinate the purchase, tracking and distribution of furniture and equipment; organize and direct the regular and inventory count of general fixed assets; participate in preparing, assigning and affixing labels.

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

Oversee and participate in the inventory and accounting functions; determine the format and content of warehouse operations; assign and assign computer files; initiate queries, develop spreadsheets and generate computerized reports and documents.

Communicate with District personnel, administrators and various employees to exchange information; coordinate activities and arrangements; distribute and respond to a variety of correspondence.

Utilize a variety of warehouse equipment such as a forklift, pallet jack, 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 equipment and unit storage, delivery and distribution of various supplies, materials and terminology.
- Use and terminology of requisitions, purchase orders, packing slips and other warehouse documents.
- Food safety and sanitation standards and regulations.
- 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 listening skills.
- Proper lifting techniques.
- Mathematical calculations.
- Health and safety regulations.

**ABILITY TO:**

- Organize and direct warehouse operations including the receipt, inspection, 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 with established safety and sanitation standards.
- Organize and direct the loading and unloading of trucks and other shipping equipment.
- Operate a forklift, pallet jack and other warehouse equipment.
- Coordinate and arrange delivery schedules and activities with shipping partners.
- 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 warehouse records.

## 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 area of the delivery of finished goods.

## LICENSES AND OTHER REQUIREMENTS

Valid California driver's license

Maintain a minimum rating for automobile insurance coverage

Valid Forklift Certification

Warehouse Food Warehouse Food Safety and Sanitation

## WORK EXPERIENCE

### 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. 100 lbs. 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