

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: WAREHOUSE SUPERVISOR

BASIC FUNCTION:

Under the direction of an assigned administrator, organize and direct warehouse operations and activities including the receipt, inspection, processing, storage, delivery and distribution of various District supplies, materials, equipment and food items; coordinate communications, deliveries, inventory, safety and sanitation functions and personnel to meet District warehouse and delivery needs; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct warehouse operations and activities including the receipt, inspection, processing, storage, delivery and distribution of various District supplies, materials, equipment and food items coordinate activities to assure items, supplies and equipment are delivered and picked up in a timely and proper manner; assure compliance with established standards, policies and procedures.

Coordinate communications, deliveries, inventory, safety and sanitation functions, and personnel to meet warehouse and delivery needs; confer with District, warehouse and school site staff regarding deliveries, priorities, orders, schedules, asset inventory and transfers, food operations, and warehouse and delivery needs and issues; coordinate, arrange and adjust delivery routes and schedules.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop staff schedules, assign duties and review work to assure compliance with established standards and procedures; explain and assure employee understanding of safety and sanitation guidelines and procedures.

Supervise and participate in receiving, unloading and inspecting shipments for damage and conformity to purchase order specifications and packing slips; review shipments for accuracy including quality and quantity; identify and assure timely resolution of shortages, damaged goods or other problems and discrepancies.

Work with Child Nutrition in coordinating inventory, warehouse operations and deliveries to meet District food service needs; organize and direct the placement of food items in racks, refrigerators and freezers; organize, direct and monitor personnel and activities assure proper temperature, storage and transport of food items; assure proper rotation of perishable and nonperishable inventory.

Supervise and participate in receiving, processing, filling and issuing stock in response to orders, requests and requisitions; supervise and participate in preparing and loading trucks with appropriate items for delivery; pull, pack, sort and ship items or supplies to various District locations; coordinate and monitor activities to assure deliveries comply with quantity and product specifications

Organize and direct the driving of vehicles to school sites, offices and other District locations to pick up, deliver and distribute food, supplies, furniture, equipment, books, media, documents, materials and other items as needed; supervise the pick-up, processing and distribution of mail, deposits and packages according to established procedures as needed

Oversee and participate in the shelving, organization and storage of items received in the warehouse; coordinate the allocation and assure optimal utilization of warehouse space; supervise inventory and stock control functions for warehouse equipment and supplies; monitor and maintain inventory of supplies and materials; coordinate, oversee and conduct regular and periodic inventories.

Coordinate and monitor warehouse operations, food handling functions and deliveries to assure compliance with established safety and sanitation standards, guidelines and regulations; implement safety standards; evaluate safety and sanitation systems, hazards; standards and procedures; modify standards, guidelines, policies and procedures as appropriate.

Oversee and participate in maintaining the warehouse in a clean, orderly and safe condition; open and close warehouse facilities; turn lights and equipment on and off; lock and unlock doors, gates and cabinets; set and deactivate alarms; assure security of warehouse facilities, stock and equipment; assure adequate equipment and staff to meet warehouse needs.

Coordinate the processing, inventory and transfer of District fixed assets; supervise the circulation, tracking and distribution of furniture and equipment; organize and direct the receipt, identification, processing and inventory control of general fixed assets and furniture for the District; supervise and participate in preparing, assigning and affixing identification and barcode labels to fixed assets.

Supervise and participate in preparing and maintaining various records, logs, reports and files related to orders, deliveries, warehouse operations, purchasing, personnel, requisitions, inventory and assigned activities; develop and maintain record-keeping systems; process, verify and evaluate a variety of warehouse and purchasing forms and paperwork; review and approve requisitions.

Oversee and participate in the input and updating of a variety of data and information related to warehouse operations in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate computerized reports and documents.

Communicate with District personnel, administrators and various outside agencies to exchange information, coordinate activities and resolve issues and concerns; compose, distribute and respond to a variety of correspondence.

Utilize a variety of warehouse equipment such as a forklift, pallet jack, hand truck, delivery vehicle, two-way radio and postage meter; operate standard office equipment including a copier, fax machine, computer and assigned software.

Coordinate and oversee the sale, recycling and disposal of District property as needed; participate in loss control functions.

Attend and participate in various meetings as assigned; present information and materials regarding warehouse and related purchasing, inventory and safety issues, needs and activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Organization and direction of warehouse operations including the receipt, inspection, processing, storage, delivery and distribution of various supplies, materials, equipment and food items.

Warehouse organization, operations, policies, objectives, practices, techniques, procedures, equipment and terminology.

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

Food safety and sanitation standards, guidelines and regulations.

Proper loading and unloading of trucks.

Operation of a truck, forklift, pallet jack, and other warehouse equipment.

Proper storage methods, space utilization and inventory techniques.

Principles and practices of supervision and training.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Mathematic calculations.

Health and safety regulations.

ABILITY TO:

Organize and direct warehouse operations and activities including the receipt, inspection, processing, storage, delivery and distribution of various District supplies, materials, equipment and food items.

Coordinate communications, deliveries, inventory, safety and sanitation functions, and personnel to meet District warehouse and delivery needs.

Train and evaluate the performance of assigned personnel.

Supervise and participate in receiving, unloading and inspecting shipments.

Oversee and participate in shelving, storing and preparing supplies and equipment for delivery.

Coordinate and monitor warehouse operations, food handling functions and deliveries to compliance with established safety and sanitation standards, guidelines and regulations.

Organize and direct the loading and unloading of shipments of materials, supplies and food items.

Operate a forklift, pallet jack and other warehouse equipment.

Coordinate and arrange delivery schedules and activities with school site personnel.

Utilize space efficiently and effectively.

Meet schedules and time lines.

Operate a computer and assigned software.

Type or input data at an acceptable rate of 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 both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years increasingly responsible warehouse experience including one year in a lead capacity and work in the storage, transport and delivery of food items.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Maintain qualification for automobile insurance coverage.

Valid Forklift Certification.

Wholesale Food Warehouse Food Safety Manager Training Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment.

Hearing and speaking to exchange information.

Seeing to read a variety of materials and monitor warehouse operations.

Sitting or standing for extended periods of time.

Regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling and crouching.

Heavy physical labor.

Walking.

HAZARDS:

Working around and with machinery having moving parts.