



WAREHOUSE SUPERVISOR

Position Summary

Direct, coordinate, supervise, and support the day to day operations for storage and distribution of central supplies, furniture, equipment, records, technology and other materials. Provide courier services for district-wide mail and packages. Coordinate storage and disposal of surplus property. Effectively use technology to manage and report inventory needs and usage. Provide training and supervise others to ensure safe and efficient inventory management practices for a wide variety of products and equipment. Maintain clean and safe facilities to reduce risk of pests. Ensure safe practices by staff to reduce risk of injury. Meet high quality communication expectations with all stakeholders.

Supervisory Relationship

The position reports to the department director; supervises staff and contractors as assigned.

Essential Functions

The below list of job duties and responsibilities is neither exclusive nor exhaustive. Employees in this position may perform some or all of the following tasks. Other duties may be assigned.

1. Plans, organizes and supervises the receipt, storage and distribution of supplies, equipment, surplus items, durable goods and perishable and consumable products. Process receiving, discrepancy, and damage reports as needed.
2. Maintains appropriate inventory rotation and distribution order, including food storage practices to reduce and prevent pest issues. Completes timely inventory counts on schedule as agreed with manager; reports inventory issues such as shortages, overstock, spoilage, loss, or other issue to ensure accurate inventory counts in software systems.
3. Follows established district policies and procedures when exercising supervisory authority to recruit, train, manage, evaluate and support the success of warehouse staff.
4. Enforces department and distribution standards and procedures. Ensures adherence to established safety procedures and techniques to perform job duties including lifting, climbing, etc. Operates and ensures others operate tools, equipment, and machinery according to prescribed safety procedures. Directs and maintains a safety program for all employees assigned to warehouse. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.
5. Moves inventory to various locations manually and by driving delivery vehicles and/or operating mechanical equipment, including forklift, pallet jack, and handcart. Load and unload delivery truck by hand or with pallet jack.
6. Provides district-wide courier services, including coordinating receipt and distribution of packages. Coordinates vended courier services when necessary. Evaluate complaints or issues on shipments or equipment and supplies and take appropriate actions.
7. Manages storage, distribution, and disposal of supplies, equipment, surplus classroom furniture and equipment, certain school records, curriculum, and consumable materials.

8. Initiate and maintain proper and necessary safety and fire prevention equipment within warehouse as prescribed by law and school policy.
9. Participate in budget development and exercise budgetary control over warehouse operations.
10. Uses and keeps current technology and software solutions for warehouse operations, including maintaining inventory and tracking work orders.
11. Maintain service-oriented working relationships with staff, students, and community members.
12. Provide assistance and support for team members and projects as needed.
13. Maintains regular, prompt and predictable attendance.
14. Perform other duties and assume other responsibilities as assigned.

Required Knowledge, Skills and Abilities

Skills:

Basic Skills: Background structures needed to work with and acquire more specific skills

Reading Comprehension (English)	Understanding written sentences and paragraphs in work related documents.
Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Writing (English)	Communicating effectively in writing as appropriate for the needs of the audience.
Speaking	Talking to others to convey information effectively.
Mathematics	Using mathematics to solve problems.
Science	Using scientific rules and methods to solve problems.

Process Skills: Procedures that contribute to the more rapid acquisition of knowledge and skill

Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Active Learning	Understanding the implications of new information for both current and future problem-solving and decision-making.
Learning Strategies	Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
Monitoring	Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Social Skills: Developed capacities used to work with people to achieve goals

Social Perceptiveness	Being aware of others' reactions and understanding why they react as they do.
Coordination	Adjusting actions in relation to others' actions.
Persuasion	Persuading others to change their minds or behavior.

Negotiation	Bringing others together and trying to reconcile differences.
Instructing	Teaching others how to do something.
Service Orientation	Actively looking for ways to help people.
Self Management	Managing one's own time.

Problem Solving Skills: Developed capacities used to solve problems in real-world settings

Basic Problem Solving	Identifying reoccurring problems and reviewing related information to evaluate options and implement solutions.
Complex Problem Solving	Identifying multi-faceted or unexplored problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills: Developed capacities used to design, set-up, operate, and correct malfunctions involving application of machines or technological systems

Equipment Selection	Determining the kind of tools and equipment needed to do a job.
Operation Monitoring	Watching gauges, dials, or other indicators to make sure a machine is working properly.
Operation and Control	Controlling operations of equipment or systems.
Equipment Maintenance	Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
Troubleshooting	Determining causes of operating errors and deciding what to do about it.

Systems Skills: Developed capacities used to understand, monitor, and improve socio-technical systems

Judgment and Decision Making	Considering the relative costs and benefits of potential actions to choose the most appropriate one.
Systems Analysis	Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Supervisory/Resource Management Skills: Developed capacities used to allocate resources efficiently

Time Management	Managing the time of others.
Financial Tracking	Accounting for these expenditures.
Manage Financial Resources	Suggest and implement how money will be spent to get the work done.
Manage Material Resources	Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
Management of Personnel Resources	Motivating, developing, and directing people as they work, identifying the best people for the job.

Minimum Qualifications

Education

- Bachelor's degree in Business Administration, Supply Chain Management, Logistics, Food Service Management, Nutrition Education, or closely related field; **and**

Experience

Three (3) years of experience reflecting the skills show below. Two (2) years of the experience must have included lead work or project team coordination with financial monitoring.

Specific preferences for types of experience, if any, will be identified at the time of recruitment. It is important to note that these are not qualification criteria. They are simply additional screening criteria that will be utilized to help determine the best candidates.

Other

Ability to pass pre-physical exam.

ADDITIONAL INFORMATION	
Employee Unit	MAPS
Pay Grade	Grade 4 – 12 Month Calendar
Approved by	Karen M. Hardin, Director of Human Resources
Last Revised	July 19, 2022