

WAREHOUSE SUPERVISOR

Definition

Under general supervision, to have responsible charge of the District warehouse, receiving and delivering District mail and supplies; to be responsible for initiating inventory data for new equipment.

Essential Duties

1. Receive materials, equipment, and supplies on purchase orders;
2. Inspect incoming stock for conformity to purchase order and packing list and report breakage or shortages;
3. Initiate inventory cards as new equipment is received
4. Fill school requisitions;
5. Responsible for routine pickup and delivery of mail and supplies to schools of the District;
6. Responsible for the operation of electric stamp meter and the distribution of District mail;
7. Responsible for periodic inventories and the replenishment of warehouse supplies.

Qualifications

Knowledge of:

1. Record keeping procedures associated with receipt, storage, issue and delivery of warehouse items.
2. Methods used in receiving, storing, issuing and inventory of supplies and equipment.

Ability to:

1. Be responsible for keeping current records for all warehouse inventory and mail;
2. Establish and maintain regular delivery route service throughout the District;
3. Maintain cooperative relationships with those in the course of work.

Experience:

Two years experience in stock room, warehouse or related areas involving receiving, storing, and issuing of supplies.

Education:

High school diploma or equivalent.

License:

Valid California Drivers License.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear; stand, walk; reach with hands and arms; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl; reach above the head and reach forward. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in high, precarious places. The employee is occasionally exposed to extreme hot and cold temperatures.

The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Amended: 7/5/77; 10/97; 7/99