



Series: MGT
Code: S WHRS

TITLE: SUPERVISOR WAREHOUSE

DEFINITION:

Under general supervision, to have responsibility for operation of the District warehouse; to supervise receiving, storing and issuing of school equipment and supplies; to furnish data processing control information in order to maintain a stock control system; and to perform other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending on the assignment, duties may include but are not limited to the following:
Supervises the receiving marking, storing, and issuing of school equipment and supplies.
Supervises the checking of items against purchase orders and packing slips.
Trains warehouse personnel in proper storage and inventory procedures.
Coordinates warehouse efforts with accounting and data processing efforts in conducting the annual inventory count.
Supervises the annual and bi-monthly inventory count.
Plans, schedules, and supervises the delivery of food services goods and supplies.
Plans, schedules, and supervises the delivery of mail to school locations.
Participates on the District Catalog Committee, which is responsible for the preparation of the District supply catalog.
Prepares the County bid list.
Participates with District purchasing in the interpretation of data processing printouts in order to determine reorder levels and reorder dates within the stock control system.
Plans, schedules and assigns delivery routes.
Notifies purchasing regarding the need to contact specified vendors regarding quantity and quality of materials.
Prepares vacation schedule for warehouse personnel.
Submits status reports on inventory and records of items issued.
Coordinates efforts of warehouse as it serves the needs of the food service operation.

JOB QUALIFICATIONS

Knowledge of:

- Methods used in receiving, storing and keeping records of supplies and equipment;
- Warehouse procedures, requisitions, purchase orders, invoices, and delivery slips, and the use and meaning of each;
- Computer applications related to the work;
- Supplies associated with and used by various school departments;
- Principles of supervision and training;
- Operation and routine maintenance of warehouse vehicles.

Skill and Ability to:

- Maintain an adequate inventory of materials, supplies and equipment;
- Maintain effective inventory control records;
- Effectively supervise, plan the work of, and train subordinates;
- Maintain stock control program and records;
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential job functions is qualifying. A typical way to obtain the knowledge and abilities would be:

EDUCATION:

Required:

Equivalent to completion of an associate degree in an appropriate field. Additional experience as outlined below may be substituted for the education on a year for year basis.

EXPERIENCE:

Required

Three years of increasingly responsible experience in warehousing, storekeeping or a closely related field.

Licenses/Certifications:

Required;

Possession of a valid California driver’s license with no restrictions, which would preclude driving on the job, is a continuous requirement.

Successfully complete Department of Justice clearance process.

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

Date created/revised

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