



Logistics Department	Classified Bargaining Unit 25 per 2023-2024 Schedule 12 Months (260 Days)
Warehouse Supervisor	Non-Exempt

Perform a variety of warehouse operations involved in the receipt, inspection, verification, storage, processing, and distribution of various supplies, materials, food items, books, equipment, and other central warehouse and nutrition service stock; receive, verify, and process related purchase orders. Responsible for the logistics and distribution of various supplies. The incumbents in this classification assist in providing students with instructional, custodial, and nutritional supplies which directly supports student learning.

The \_\_\_\_\_ is responsible for the nutritional services supplies in the Nutrition Warehouse, and the \_\_\_\_\_ is primarily responsible for the storage of custodial supplies and health supplies.

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Perform a variety of warehouse operations involved in the receipt, inspection, verification, storage, processing, and distribution of various supplies, materials, food items, books, equipment, and other central warehouse and nutrition service stock; ensure goods are delivered in a timely manner.

Receive, unload, and inspect shipments for damage, spoilage, and conformity to purchase order specifications and packing slips; review shipments for accuracy including quality and quantity; identify and resolve shortages, damaged goods, or other problems and discrepancies.

Load and prepare various items for delivery; receive, verify, fill, and process food, supply, and purchase orders; pull, pack, sort, and ship items to various locations according to established procedures; arrange for outgoing deliveries with school site and other District personnel.

Shelve, stack, and store items in appropriate sections of warehouse; maintain and organize warehouse inventory; monitor and maintain regular store stock items as assigned; follow up on delayed orders as appropriate in conjunction with the Purchasing Department; participate in regular and periodic inventories as assigned.

Place food items in and retrieve goods from racks, refrigerators, or freezers as assigned; ensure proper temperature of food items; rotate perishable and nonperishable inventory as needed; clean and sweep warehouse, freezers, and storage areas as required; pick up and dispose of trash and debris.

Open and close warehouse facilities as directed; turn lights and equipment on and off; lock and unlock doors, gates, and cabinets; set and deactivate alarms; ensure the security of warehouse facilities, stock, equipment.

Drive a District vehicle to various District locations along assigned routes to pick up, deliver, and distribute food, supplies, furniture, equipment, textbooks, media, documents, mail, materials, and other items as needed; ensure deliveries comply with quantity and product specifications.

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

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Maintain various records, logs, and files related to orders, deliveries, warehouse operations, stock, requisitions, and assigned activities; input and update related information in an assigned computer system.

Pick up and distribute mail, deposits, and packages according to established procedures as needed; process and sort inter-District mail and e-procurement purchases; prepare, process, meter, and affix postage to outgoing mail from various District locations.

Assist in maintaining fixed asset inventory as required; affix identification labels to designated materials and equipment as directed.

Maintain warehouse, delivery vehicle, or other assigned areas in a clean, orderly, and safe condition.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

#### KNOWLEDGE OF:

Methods, practices, and terminology used in warehouse operations.

Use and terminology of requisitions, purchase orders, packing slips, and other warehouse documents. Practices, procedures, terminology, and techniques involved in the receipt, issuing, and distribution of supplies and materials.

Proper loading and unloading of trucks.

Traffic laws, defensive driving techniques, appropriate parking procedures for loading and unloading, and rules of the road.

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

Proper methods of storing equipment, materials, and supplies.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

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

Proper lifting techniques.

Health and safety regulations.

Record-keeping techniques.

Mathematical calculations.

#### ABILITY TO:



HAZARDS:

Working around and with machinery having moving parts.

Traffic hazards.

Potential slip and fall hazards in freezer.

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen