

TITLE: **WAREHOUSE SUPERVISOR**

QUALIFICATIONS:

1. Ability to maintain cooperative and harmonious working relationships
2. Ability to organize warehouse supplies and equipment
3. Knowledge of receiving and processing techniques
4. Ability to plan and supervise work of others
5. Possession of valid driver's license

REPORTS TO: Administrator as assigned

JOB GOAL: To provide leadership in operation that ensures full efficiency in receipt, storage, and delivery of educational supplies and equipment

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership, training and supervision of warehouse staff; assigns work responsibilities as needed; takes and gives oral and written directions
2. Supervises receipt of all supplies and equipment and their proper storage or distribution
3. Supervises timely filling and delivery of stores requisitions; coordinates with purchasing staff as needed on restocking stores supply items
4. Supervises assembly and identification of new furniture and equipment
5. Maintains neat, orderly and safe work area
6. Maintains atmosphere of harmony and goodwill between warehouse staff and customers (all users of warehouse services)
7. Monitors safe operation of vehicles, liftgates, forklifts, paper cutters, shredders and other equipment
8. Organizes and executes annual inventory
9. Communicates regularly with department head, keeping him/her apprised of all critical situations involving staff, supplies or other warehouse related issues
10. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; supervisory salary schedule, class 23

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable