



Job Title: Warehouse Supervisor **Wage/Hour Status:** Nonexempt
Reports To: Director of School Services **Pay Grade:** Group 4
Dept. /School: Distribution Center **Date Revised:** August 25, 2011

Primary Purpose:

Supervise daily activities of the warehouse to ensure safe and efficient storage and retrieval of district supplies, equipment, and commodities while maintaining accurate inventory controls.

Qualifications:

Education/Certification:

High school diploma or GED
Valid Texas certified driver's license, Class B required
Auto insurance eligibility

Special Knowledge/Skills:

Knowledge of computerized inventory and tracking systems
Must be computer literate
Must have strong organizational and problem solving skills
Ability to operate hand tools and mechanical equipment
Ability to operate forklift, pallet jack, delivery van/truck and lift gate safely
Ability to communicate effectively

Experience:

Five years' experience in supervision and distribution
Background in material handling, purchasing, shipping, stock control and receiving

Major Responsibilities and Duties:

Receiving:

1. Supervise receipt of all shipments. Process receiving, discrepancy, and damage reports as needed.
2. Move inventory to various locations manually and by operating mechanical equipment, including forklift, pallet jack, and hand truck.
3. Load and unload delivery truck by hand, pallet jack, forklift, or hand truck.
4. Assume responsibility for delivery and pick-up of all items requested by schools and departments to or from the Distribution Center.
5. Evaluate complaints received on deliveries of all items and take appropriate action.

Inventory:

6. Supervise storage of all supplies, equipment, surplus classroom furniture, consumable materials and food items.
7. Maintain a computerized inventory system.
8. Initiate purchase requests to keep stock items available at all times.
9. Develop and recommend procedures for orderly replacement of existing movable equipment as it becomes obsolete or deteriorates.

Personnel:

10. Assist in the interviewing and selection process of warehouse employees.
11. Supervise, evaluate, and train warehouse employees.

Safety:

12. Direct and maintain a safety program for all warehouse employees.
13. Maintain proper and necessary safety and fire prevention equipment within warehouse in accordance with the law and school policy.
14. Operate tools, equipment, and machinery according to prescribed safety procedures.
15. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
16. Follow established safety procedures and techniques to perform duties including, lifting, climbing, etc.

Other:

17. Participate in budget development and exercise budgetary control over warehouse operations.
18. Other duties as assigned.
19. Supervise intra-district mail service.

Supervisory Responsibilities:

Supervise and evaluate warehouse worker(s).

Equipment Used:

Computer, ladder, dolly, racking, fork lift, pallet jack, box knife, delivery van/truck and bobtails up to 26,000 lbs., and small hand tools.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Continual walking, standing, and/or climbing; heavy lifting and carrying, stooping, bending, kneeling, pushing, pulling, and reaching. Work outside and inside as well as freezers and coolers; work around machinery with moving parts; work around moving objects or vehicles; exposure to dampness and humidity; work on ladders and scaffolding; exposure to slippery and uneven surfaces.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.