

**Job Title:** SUPERVISOR, INVENTORY AND MATERIAL CONTROL  
**Reports to:** Director of Purchasing  
**Dept./School:** District Warehouse  
**Wage/Hour Status:** Non-Exempt  
**Date Revised:** July 22, 2019

### **Primary Purpose**

Under direct supervision, responsible for processing district warehouse requisitions, processing outside vendor orders, performing data entry and following established purchasing procedures to maintain warehouse stock.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma or GED

### **Special Knowledge/Skills**

Proficient in typing/word processing (minimum 40 WPM) and file maintenance skills  
Basic working knowledge of procedures for purchasing supplies and equipment  
Ability to work with numbers in an accurate and rapid manner  
Ability to analyze and organize a complex filing system of bid-related documentation  
Ability to use calculator  
Ability to use personal computer and software to develop spreadsheets and databases  
Effective communication and interpersonal skills

### **Experience**

Three years clerical and data entry experience

## **MAJOR RESPONSIBILITIES AND DUTIES**

1. Co-Supervises and responsible for all functions of the district warehouse.
2. Review all warehouse/food service requisitions for accuracy of budget coding prior to filling and delivering all orders.
3. Constant coordination of all packages received at the warehouse. Packages are logged in and matched to purchase orders, delivered the next business day pending proper documentation is in place.
4. Assume responsibility for receiving, processing and gaining into finance warehouse system all warehouse and/or food service stock merchandise; works with Co-Supervisor to make sure it is the correct item or items, quantity and quality.
5. Performs daily printing of shipping orders/pull delivery list, validate and input orders and material receipts.
6. Determines the re-order levels on all warehouse stock utilizing historical data and current purchase activity; recommends both supplies and materials to be purchased for warehouse stock.
7. Prepares specifications and quantities on supplies for bid proposals/bids.
8. Keeps a current inventory-control on all items stored in the warehouse.
9. Provide end of month Inventory Status Report to Director of Purchasing.
10. Ability to provide an updated warehouse inquiry on all merchandise issued and delivered to all campus, administration and outlying district locations.

11. Maintain current knowledge and execution of Purchasing Procedures.
12. Works in conjunction with Co-Supervisor for warehouse for bi-annual physical audits.
13. Assists internal and external auditors to inspect warehouse during district annual auditing and provide requested documentation.
14. Schedules and communicates with campus principals and department directors any/all warehouse activity pertaining to their site, i.e., moving furniture, retired equipment, etc.
15. Design, prepare and maintain pictorial warehouse catalog.
16. Co-responsibility for all functions of warehouse in absence of co-supervisor.
17. Assist in the verification that merchandise received is inspected and accounted for; documentation initiated if any damage is noted.
18. Evaluate complaints received on equipment and/or supplies delivered to all district locations and take appropriate actions; apprise the Director of Purchasing of all such complaints and resolutions.
19. Provide any needed assistance to Fixed Asset Clerks and Director of Purchasing for Surplus Sales.
20. Under the auspices of the Director of Purchasing keep informed of and comply with district policies and regulations concerning primary job functions.

#### **Other**

21. Perform other duties assigned by Director of Purchasing.
22. Maintain confidentiality of information.

#### **Supervisory Responsibilities**

23. In the absence of the Co-Supervisor II, supervise Warehousemen and their duties.
24. Co-responsibility for the security of all warehouse building locations.
25. Working with Director of Purchasing, develop safeguards to protect all warehouse stock in District Warehouse.
26. Co-supervise the receipt and delivery of all school district properties and supplies.

#### **EQUIPMENT USED**

Personal computer, printer, calculator, fax machine, and copier.

#### **WORKING CONDITIONS**

##### **Mental Demands/ Physical Demands/Environmental Factors**

Maintain emotional control under stress.  
Occasional district and statewide travel.  
Occasional prolonged and irregular hours.

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

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_