

Job Title: SUPERVISOR, SHIPPING AND RECEIVING
Reports to: Director of Purchasing
Dept./School: District Warehouse
Wage/Hour Status: Non-exempt
Date Revised: 2014-2015

Primary Purpose

Develop, implement and co-supervise the school district's warehouses operations. Supervise and direct all warehouse workers on job assignments including, but not limited to, delivery routes, warehouse orders, equipment, furniture delivery, receiving, inventory stock control, stock rotation and all order filling.

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 computerized inventory and tracking system with freight companies

Ability to work with numbers in an accurate and rapid manner

Ability to analyze and organize a complex filing system

Ability to use calculator

Ability to use personal computer

Effective communication and interpersonal skills

Experience

Three years clerical and data entry experience

MAJOR RESPONSIBILITIES AND DUTIES

1. Co-Supervises and responsible for the oversight of all warehouse operations.
2. Co-Supervises and insures compliance with established procedures for in-coming merchandise.
3. Manage and insure that merchandise received is inspected, accounted for and damage noted.
4. Assume responsibility for receiving and processing warehouse and/or food service stock merchandise; also, supplies and equipment ordered by district employees.
5. Inspects condition of all incoming merchandise, matches the purchase order, assembles (if necessary) and tags all items.
6. Supervises the filling of all warehouse and/or food service requisitions and insure compliance with established procedures.
7. Schedules and delivers all custodial, teaching, maintenance and food service supplies from the warehouse to all campus, administration and outlying departments/locations.
8. Assume responsibility for the movement of warehouse inventory to various locations to include internal movement within the three warehouse locations and district storage areas.
9. Co-Supervise the warehouse bi-annual inventories.

10. Provide support and direction to warehouse staff to insure an effective work force with minimal deficiencies: work out and provide all delivery schedules; and prioritize all additional work requests.
11. Evaluate complaints received on equipment and supplies delivered to all district locations and take appropriate actions; apprise the Director of Purchasing of all such complaints and resolutions.
12. Move furniture, equipment, business records between district offices and campuses as requested utilizing the Warehouse Assistance Form as directed by the administrator and Director of Purchasing.
13. Maintains a file for all completed transfer forms/work.
14. Detect needed repairs on vehicles and equipment and take appropriate actions.
15. Co-responsibility to provide assistance to district personnel to insure correct supplies and equipment are requisitioned from warehouse stock.
16. Provide assistance to Fixed Asset Clerks and Director of Purchasing for district surplus property bid sales, i.e., coordinates the transfer and disposal of surplus property; helps prepare sale sites, etc.
17. 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.
18. Detect needed repairs on vehicles and equipment and take appropriate actions.
19. Co-responsibility to provide assistant to district personnel to insure correct supplies and equipment are requisitioned form warehouse stock.
20. Notify Co-Supervisor when MSDS sheets are needed for warehouse stock.
21. Maintain and supervise a Hazardous Chemical Safety Program for warehouse employees and post MSDS sheets in designated locations throughout warehouse in appropriate locations.
22. Co-responsibility to develop and implement a safety program aligned with the district safety plan for employees under their supervision.
23. Maintain all Inventory Transforms Forms and keeping Fixed Asset Clerks informed of item status.
24. Under the auspices of the Director of Purchasing, keep informed of and comply with district policies and regulations concerning primary job function.

Other

25. Perform other duties assigned by Director of Purchasing.
26. Maintain confidentiality of information.

Supervisory Responsibilities

27. Supervise Warehousemen and their duties.
28. Co-Responsibility for the security of all warehouse building locations.

- 29. Working with Director of Purchasing, develop safeguards to protect all warehouse/food service stock in all warehouse locations, on other district premises, and when making deliveries, i.e. locking tailgate delivery trucks, two-man deliveries, etc.
- 30. Supervise the receipt and delivery of all school district properties and supplies.
- 31. Direct and guide warehousemen to follow all guidelines relating to safety of work area, motor vehicles, large equipment, as well as personal safety, i.e., wearing safety belts, etc.
- 32. Direct and guide warehousemen to follow all guidelines relating to maintaining clean work areas within the warehouse proper and the interior of all warehouse vehicles

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.

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:** _____