

Job Description

Title: Warehouse Manager

Reports to: General Manager for Support Services

General Summary: Plans, organizes, and implements procedures for purchasing, inventory control, and delivery of distribution center supplies/materials to maintain effective inventory levels throughout the district.

Essential Functions:

1. Receives inventory shipments and processes items purchased by the school district (established check-in procedures, processes paperwork, etc) Prepares reports as needed (30%).
2. Purchases equipment and supplies to maintain adequate inventory levels (20%).
3. Organizes warehouse space effectively to ensure safe and efficient daily operations (15%).
4. Maintains appropriate levels of inventory in the warehouse. Checks inventory levels and compares to inventory reports. Makes corrections when necessary (15%).
5. Develops regular daily delivery schedules for distribution of supplies to school building. Schedules and assigns the activities of warehouse delivery driver (10%).
6. Applies barcodes as required to inventory items. (10%).
7. Able to react to change productively and handle other essential tasks as assigned.

Qualifications:

1. Education Level: High School Diploma or equivalent
2. Certification or Licensure:
3. Experience desired: * Experience in warehouse management or other related field.
* Experience working with computers
4. Other requirements: * Willing to complete required training
* Ability to comprehend and work within the principles of the district accounting system
* Ability to use a computer and related software and understand, use, and interpret information processed by the computer.
* Ability to plan and organize the day-to-day operation of a warehouse and distribution center.
* Ability to effectively communicate and work with the staff and business community.

Special Requirements:

	Occasional 1 - 32%	Frequent 33 - 66%	Constant 67% +
1. Standing	X		
2. Walking		x	
3. Sitting		x	
4. Lifting <u> 100 </u> lb max.		x	
5. Carrying <u> 50 </u> feet		x	
6. Pushing / Pulling <u> 70 </u> pounds of force		x	
7. Climbing / Balancing		x	
8. Stooping / Kneeling / Crouching / Crawling.....	x		
9. Reaching / Handling.....		x	
10. Speaking / Hearing			x
11. Seeing / depth perception / color.....			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____