



Warehouse Supervisor Job Description

Job Title: Warehouse Supervisor
Reports to: Director of Facility Services
Dept./School: Facility Services/Maintenance

Primary Purpose:

Supervise daily activities of warehouse to ensure safe and efficient storage and retrieval of district supplies.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of computerized inventory and tracking systems
Ability to operate hand tools and mechanical equipment
Ability to operate personal computer
Ability to communicate effectively

Experience:

Five years experience in warehouse operations
Background in material handling, purchasing, and stock control

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 fork lift, pallet jack, and handcart.
3. Load and unload delivery truck by hand or with pallet jack.
4. Assume responsibility for delivery of all items received by warehouse to proper school or department on a daily basis.
5. Evaluate complaints received on shipments of equipment and supplies and take appropriate action.

Inventory

6. Supervise warehousing and storage of all supplies, equipment, surplus classroom furniture and equipment, certain school records, and consumable materials.
7. Supervise maintenance of computerized inventory records.



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8. Initiate all purchase requests to keep stock items available at all times.
9. Maintain catalog of all items available from warehouse and furnish current catalogs to all schools and departments.
10. Develop and recommend procedures for orderly replacement of existing movable equipment as it becomes obsolete or deteriorates.

Personnel

11. Supervise, evaluate, and train employees assigned to warehouse.

Safety

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

Other

17. Participate in budget development and exercise budgetary control over warehouse operations.

Other Duties as Assigned

18. Other duties could include working in other areas of the maintenance department to provide support during absences or shortage of staff in other trades or to perform duties associated with light construction projects.
19. Requires flexibility and understanding that all maintenance staff may be required to perform duties outside their normal area of expertise to meet the mission and goals of the Facility Services Department.

Supervisory Responsibilities:

Supervise and evaluate warehouse worker(s).

Equipment Used:

Computer, ladder, dolly, scaffolding, fork lift, pallet jack, box knife, and small hand tools.



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Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Moderate walking, standing, and/or climbing; heavy lifting and carrying, stooping, bending, kneeling, and reaching. Work outside and inside; 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.

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 _____