

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Assistant Supervisor, Warehouse	FLSA:	Exempt
Department/Site:	Purchasing	Salary Grade:	21
Reports to/Evaluated by:	Supervisor, Warehouse	Salary Schedule:	Classified Management

SUMMARY

Under general supervision, performs responsible warehousing, inventory control, and expediting of work/delivery orders of supplies, materials, and equipment including perishables. Exercises considerable judgment and discretion in planning, prioritizing, distributing and performing work in receiving, storing and distribution of supplies, materials and equipment. Oversees deliveries and personally picks up and delivers school supplies, mail, materials and equipment. Assures that established delivery schedules are met.

DISTINGUISHING CAREER FEATURES

Advancement in the Warehouse/Purchasing arena requires additional formal education or training in inventory control, purchasing, warehouse management or a related field.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- In conjunction with the Supervisor, Warehouse, the assistant will supervise the daily warehouse operation and provide direction to the employees.
- Assistant Supervisor will confer with the Supervisor on the daily operation and safety issues of the warehouse operation and make recommendations.
- Assistant will help in the scheduling of major equipment moves and will be the focal point on wrestling mat moves.
- Conducts field investigations for sites with warehouse delivery problems and issues that need to be addressed.
- Compiles delivery work orders for each day, arranging them to optimize the use of delivery times, prioritizing orders, and assigning orders to drivers.
- Periodically reviews inventory levels and advises superiors or initiates orders for replenishment. Communicates needs with Buyers in Purchasing Department.
- Cross train warehouse workers and delivery drivers in proper work techniques.
- Oversees receiving functions in Warehouse.
- Unloads, checks and shelves incoming materials, equipment and supplies. Receives merchandise and unloads trucks. Inspects incoming stock for conformity to purchase orders and reports shortages, damages and other discrepancies.

- Telephone and email correspondence with District staff and suppliers to resolve order and supply issues as needed to ensure proper receipt and delivery of ordered merchandise.
- Communicates with shipper, supplier and Purchasing staff on discrepancies and freight claims. Initiate resolutions, as needed, and follows through until a resolution is reached.
- Assists other warehouse personnel on assigned deliveries and other duties as required.
- Works with Supervisor, Warehouse to evaluate routes and recommend needed changes for staff efficiency.
- Performs a variety of warehouse functions including stocking, shelving, filling requisitions and checking materials and supplies.
- Prepares delivery orders. Picks up various items from locations including salvage items, equipment, furniture and supplies.
- Assist warehouse supervisor with proper handling of District electronic waste.
- Computer skills and knowledge of District financial software system to perform various job duties, including stock inventory, asset compliance, vendor history and purchase order history.
- Operates forklifts, pallet jacks, vans and trucks to perform duties. Assists in the maintenance of stock records and in inventory counts.
- Maintains the warehouse in a safe and orderly condition.
- Perform other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Requires knowledge of the policies, procedures and practices used for receipt, storage and retrieval of equipment, supplies and materials at the District warehouse. Requires a working knowledge of inventory control and distribution methods. Requires sufficient organizational and time management skills to expedite orders and optimize utilization of resources. Must know and understand safety rules and regulations.

Abilities: Requires the ability to perform the duties of the position effectively and efficiently. Requires the ability to maintain stock inventory control records. Must be able to maintain accurate receiving records. Must be able to operate a forklift, pallet jack and delivery vehicle safely and efficiently. Must be able to meet required schedules for delivery of food, supplies or equipment to sites. Reading and writing abilities sufficient to perform all required duties of the position and to read and understand safety regulations and related information required.

Physical Abilities: Requires the ability to perform manual labor, including lifting up to 50 pounds, carrying, and moving heavy equipment and supplies. Requires communication skills sufficient to interact with peers within own work group, other District staff and outside delivery staff or vendors in a manner which reflects positively on the Department and the District. Requires the ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of 10 - 50 pounds. May stoop, kneel and crouch.

Requires leg and foot dexterity to operate vehicle gas, brakes and clutch while driving. Requires good hand-eye coordination, arm hand dexterity and visual acuity including depth perception to drive delivery vehicle and read numbers and words.

Education and Experience: High School Diploma or equivalent; supplemented by five (5) years warehousing, inventory control, delivery, and routing experience.

Licenses and Certificates: Requires a valid Driver's License. Must possess Forklift certification.