

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Supervisor, Warehouse

Salary Grade: 31

Salary Schedule: Classified Management

Department: Warehouse

Reports to/Evaluated by: Director, Purchasing

FLSA: Exempt

SUMMARY

Supervises, assigns, reviews, and participates in the operation and maintenance of a centralized warehouse that receives, stores, and distributes fixtures, supplies, materials, and perishable goods. Oversees staff involved in maintaining the District's central warehouse. Exercises judgment and discretion in accounting for the efficient and effective use of staff, supplies, equipment, and time to provide optimum service in an environment dominated by high volume, peak demands, and a requirement for quick turnaround time on requests

DISTINGUISHING CAREER FEATURES

This is a supervisory position in the Purchasing/Materials series, requiring specialized knowledge and extended experience in the areas of inventory management and distribution. Advancement is limited to the Manager level within the Purchasing Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, assign, supervise, review, and evaluate the work of staff engaged in the operations and maintenance of the District's central warehouse.
- Provide or coordinate staff training.
- Work with employees to correct deficiencies in work performance.
- Implement discipline procedures when necessary.
- Recommend and assist in the implementation of goals and objectives.
- Establish schedules and methods for providing optimum efficiency of warehouse services.
- Implement policies and procedures.
- Inspect shipments of materials, equipment, and supplies received to ensure compliance with purchase order specifications.
- Identify and report shortages, damages, and other discrepancies.
- Coordinate and oversee the storekeeping of goods, materials, supplies, and equipment.
- Coordinate and participate in the annual warehouse inventory process.
- Observe and enforce fire prevention and related safety rules and standards.

- Coordinate and oversee the surplus items and electronic waste process.
- Coordinate warehouse operations with Campus Catering regarding food inventory, rotation, deliveries, and storage.
- Interact with vendors, sales representatives, and District staff to provide information and resolve problems.
- Maintain accurate records and files.
- Prepare reports and correspondence.
- Operate a computer and other modern office equipment.
- Drive a District vehicle to various sites as needed.
- Select, supervise, train, and evaluate staff.
- Plan, prioritize, and assign work to meet yearly schedules and timelines.
- Write and maintain records according to District standards.
- Interact on both a formal and informal basis with a wide range of contacts within the school setting, as well as outside customers, suppliers, and freight companies.
- Perform other related duties as assigned.

QUALIFICATIONS

- Knowledge of: Principles and practices of supervision and training. Warehouse operations, including receiving, storing, and distributing materials. Inventory control methods and procedures. Record-keeping and report preparation techniques. Safety practices and procedures related to warehouse operations. Computer applications for inventory management and office tasks.
- Ability to: Plan, organize, assign, supervise, and review the work of others. Train staff and provide guidance on warehouse procedures. Evaluate staff performance and implement corrective actions as needed. Develop and implement efficient warehouse operations and procedures. Inspect deliveries and verify against purchase orders. Maintain accurate inventory records and prepare reports. Communicate effectively, both orally and in writing. Operate a computer and other office equipment. Operate warehouse equipment and vehicles in a safe and effective manner. Drive and operate District trucks, golf carts, or other vehicles safely and effectively. Write and maintain records according to District standards. Write reports and correspondence. Interact on both a formal and informal basis with a wide range of contacts within the school setting, as well as outside customers, suppliers, and freight companies.
- **CERTIFICATIONS, LICENSES, AND SPECIAL REQUIREMENTS**
- A valid Class "C" California Driver's License and a valid PIT license are required at the time of appointment.

- A forklift certification is required.
- A valid State of California ServSafe or Food Handler's Certificate is required.
- EDUCATION AND EXPERIENCE
- Education:
 - Completion of the twelfth grade, high school diploma, GED, or equivalent.
- Experience:
 - Five years of progressively responsible experience performing a variety of warehouse-related duties in a high-volume distribution center environment within an agency, company, or organization, including 2 years in a lead or supervisory capacity required.
- Work Environment:
 - Work takes place indoors within a large and centralized warehouse and distribution center environment and outdoors when driving to other sites.
- Physical Demands:
 - Sufficient ambulatory abilities to stand and walk for extended periods.
 - Sufficient hand-eye coordination to perform basic keyboarding and operate tools.
 - Visual acuity and sufficient hearing capability.
 - Physical capability to climb and reach on a frequent basis and lift and carry items occasionally.
 - Sufficient ambulatory abilities to stand for extended periods of time.
 - Near visual acuity to drive a single axle vehicle.
- Hazards:
 - Work takes place in a warehouse or distribution center which may involve working at heights and exposure to tools with sharp edges, cold air, and loud noises from motorized equipment.
 - May encounter varying and adverse weather and traffic conditions when driving trucks.