

WAREHOUSE MANAGER

QUALIFICATIONS:

- A. High school diploma or equivalency
- B. One year experience in warehouse or stock clerical work is recommended
- C. Demonstrated typing skills
- D. Computer literacy
- E. Ability to work effectively without direct supervision
- F. Ability to communicate effectively, orally and in writing
- G. Shall be able to exhibit a physical competency in handling light lifting and other strenuous activities associated with this position
- H. Good health, physical stamina, fitness, and vitality
- I. Personal qualities associated with good human and interpersonal relations

FUNCTION:

The Warehouse Manager shall be under the general direction of the Director of Business Services. This position shall involve planning, organizing, and supervising a central warehousing and distribution system. Duties involve receiving, storing and issuing supplies, equipment and materials. The Warehouse Manager may also be required to write specifications for supply items to be purchased by the District.

REPORTS TO:

The Warehouse Manager shall be directly responsible to the Director of Business Services.

SUPERVISES:

None

MAJOR RESPONSIBILITIES AND REQUIREMENTS:

- A. By computer accounting procedure, be responsible for property control system
- B. Packs, fills orders, loads and delivers a variety of warehouse items
- C. Maintains space for and stores school records, textbook, and other items as requested by District administrators
- D. Moves equipment, furniture, textbooks, etc. from school to school as requested
- E. Sorts interschool mail received by the District Office and meters and posts all U. S. mail
- F. Arranges for shipment via common carrier as required
- G. Maintains inventory of warehouse stock items and advises the Director of Business Services when re-orders are necessary
- H. Revises District supply catalog as necessary
- I. May be required to write specifications for supply items to be purchased
- J. Maintains warehouse in a clean and orderly fashion
- K. Keeps records of each school's expenditures for catalog supply items and reports same to bookkeeper
- L. Receives and inspects all materials ordered by schools on District purchase orders and reports status of those orders to the bookkeeper
- M. Record serial numbers from and apply District inventory tags to newly purchased equipment as it arrives at the warehouse
- N. Maintain accurate, up-to-date property inventory list for District, and conduct annual inventory
- O. Responsible for performing those duties which protect the health and safety of students and employees
- P. Perform other duties when assigned by the Director of Business Services