Sequoia Union High School District
Job Description

**JOB TITLE:** Warehouse Supervisor

**REPORTS TO:** Director of Purchasing

**CLASSIFICATION:** Classified

**SALARY SCHEDULE:** 18.5

**WORK - YEAR / HOURS:** 12 months

**LOCATION:** District

**BOARD APPROVAL:** November 5, 1997

**DEFINITION**
Under direction, to supervise and participate in the operation of a central warehouse handling a variety of District supplies, materials, and equipment; to develop warehouse systems and procedures; and to perform related work as assigned.

**DISTINGUISHING CHARACTERISTICS**
This is the first full supervisory level in the warehouse series, with delegated authority for shipping, receiving, storage and issue of materials, supplies and equipment.

**EXAMPLES OF DUTIES**
- Plans, organizes, schedules, prioritizes and assigns the work of warehouse personnel;
  - Monitors and reviews work, gives employees feedback on performance, and prepares and conducts formal performance appraisal;
  - Participates in interview panels and recommends selection of candidates for warehouse jobs;
  - Provides training and development for warehouse employees including lifting techniques, safe work habits, vehicle and equipment operation, and warehouse processes and procedures;
  - Evaluates and monitors the warehouse set up for safe working conditions;
  - Prepares the annual budget for warehouse operations, orders warehouse equipment and supplies, and monitors expenditures;
  - Plans and organizes the warehouse layout ensuring proper and safe storage, accessibility, and control of stock;
  - Works with purchasing staff, vendors, site staff, and purchasing cooperative members regarding materials needed, shipping, and delivery;
  - Plans, schedules and supervises delivery and pick up, including intradistrict mail service;
  - Reviews and fills requisitions;
  - Oversees the inventory process;
  - Assists in the reissue, valuation, sale, disposal and/or recycling of surplus supplies and equipment;
  - Oversees the preparation and processing of paperwork associated with warehouse operations;
  - Maintains current and accurate files and records;
  - Prepares periodic and special reports;
  - Secures necessary repairs of equipment and fixtures;
- Operates District vehicles and participates in the work of the unit.

## QUALIFICATIONS

**Knowledge of:**
- Methods and procedures of warehousing and stock control.
- Systems and methods for receiving, inspecting, and issuing materials.
- Materials, supplies and equipment used in a school system.
- Basic administrative practices related to budgeting and expenditures.
- Basic supervisory practices.

**Skill in:**
- Planning, organizing and supervising the work of warehouse staff.
- Basic personnel practices including performance appraisal and District personnel procedures.
- Planning and managing the layout and organization of a central warehouse.
- Establishing and maintaining systems for inventory control, records of material transactions, pick up, and delivery.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and two years of experience in warehouse operations.

## PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision to operate vehicles safely, inspect received materials, and prepare and process paperwork.
- Physical strength and stamina to lift and carry up to 70 pounds, push or otherwise manipulate heavier objects, and perform sustained strenuous physical labor.
- Hand, arm and leg dexterity to operate vehicles and forklifts and grasp materials.
- Mobility to climb stairs and ladders, walk, stoop and bend to reach materials.
- Speech and hearing to give and receive information and instructions.
- Work outdoors and in exposure to temperature extremes, noise, fumes, equipment and machinery, and potential spills of caustic chemicals.

## OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record.