



JOB DESCRIPTION

Job Title	Head of Warehouse
Department	Building and Grounds
Reports To	Director of Buildings and Grounds
Classification	Buildings and Grounds Bargaining Units
Location	
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Head of Warehouse is responsible for operating the District Warehouse, maintaining sufficient inventories, and distribution to all District facilities under the supervision of the Director of Buildings and Grounds. The position provides services and coordinates activities with other buildings/departments, which ensure efficient operation of the District Warehouse.

Essential Job Functions

- Receives, checks quality/damage, counts, and shelves product received for the warehouse function.
- Coordinates cycle counting of warehouse inventory.
- Shares in soliciting bids/quotations for various warehouse and custodial items.
- Implements warehouse policy and practices on safety and security.
- Loads and unloads trucks. Delivers warehouse supplies to schools as needed.
- Picks up and delivers interschool mail and equipment when necessary.
- Operates forklift. Maintains proper operator certification.
- Receives, sends, tracks, and delivers all United Parcel Service Packages daily.
- Performs daily lock-up and security check of Service Center.
- Performs District snowplowing, when necessary.
- Performs routine preventative maintenance/repairs on Service Center systems.
- Repairs District custodial equipment as needed.
- Cleans warehouse and adjacent areas.
- Organizes and maintains District auction site.

Ancillary Job Functions

- Performs other related duties as assigned.



Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High School diploma or equivalent
- Computer skills (one of three listed below)
- Successful completion of District Basic Computer Course
- Demonstrated comparable computer skills.
- Commercial Driver’s License with proper endorsements
- Experience or training in boiler operations including summer maintenance.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Ability to input orders and reports using computer equipment.
- Ability to utilize computerized ordering and inventory.
- Basic knowledge of mathematics, product accounting, and inventory process.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to utilize computer software programs such as the United Parcel Service package tracking system and the Districts BI-TECH automated accounting software system
- Ability to drive truck for extended period of time.
- Ability to effectively sort, stock and handle supplies.
- Strong ability to relate to staff at all levels.
- Ability to work under indirect supervision.
- Strong Communication Skills.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Warehouse environment with moderate to loud noises.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Requires standing and walking on hard surfaces.
- Requires work in the presence of mechanical, vehicle, and equipment noise.
- Requires routine lifting of up to 75 pounds
- Requires adapting to rapid changes in temperature.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.