

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

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| TITLE: | Supervisor, Shipping/Receiving | REPORTS TO: | Warehouse Operations Manager |
| DEPARTMENT: | Warehouse | CLASSIFICATION: | Supervisory |
| FLSA: | Non-Exempt | WORK YEAR: | Varies |
| BOARD APPROVAL: | July 28, 2010 | SALARY: | S-38/Supervisory Salary Schedule |

BASIC FUNCTION:

Plan and oversee the timely and efficient shipping and receiving warehouse operations and activities of the District to provide timely delivery of high quality services; train and participate in the evaluation of assigned personnel.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan and oversee the timely and efficient shipping and receiving warehouse operations and activities of the District to provide timely delivery of high quality services; receive, process and issue warehouse stock; ensure stock and warehouse facility is maintained in a safe, clean and orderly condition to provide a safe, clean, and orderly working environment. *E*

Receive, identify, mark and place materials sent to the warehouse according to established procedures. *E*

Operate a computer to process requisitions for supplies; prepare various merchandise for timely delivery; prepare packages for shipping according to established procedures. *E*

Communicate in a positive and professional manner with various District personnel, departments, vendors and others to provide and receive information, resolve questions and issues, and coordinate activities. *E*

Participate in a variety of timely and efficient warehouse operations to meet the needs of students and staff; pull, fill and process warehouse stock. *E*

Maintain a variety of accurate records, files and reports; maintain records of stock and order supplies as necessary. *E*

Operate a variety of warehouse equipment and vehicles and utilize a variety of hand tools as required; arrange for the maintenance and repair of warehouse equipment as needed. *E*

Train assigned personnel and provide clear expectations; coordinate the schedules and activities; assist in training workers in filling, shipping and stocking supplies. *E*

Operate a computer to process reports and forms, and maintain inventory of warehouse materials as required. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible experience in a warehouse facility.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern warehousing and store keeping procedures including shipping, receiving and issuing materials, proper and orderly storage, optimum space utilization and stock inventory procedures.
Materials, equipment and supplies used in a school district.
Principles and practices of supervision, training and providing work direction.
Proper lifting techniques.
Accurate record-keeping techniques.
Current health and safety regulations.
Operation of a computer and data entry techniques.
Interpersonal skills using tact, patience and courtesy.
Inventory methods and practices.
Correct English usage, grammar, spelling, punctuation and vocabulary.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, oversee and participate in the warehouse operations and activities of the District.
Receive, store, pick-up and distribute supplies, materials and equipment in a timely manner.
Maintain appropriate stock levels to meet the needs of students and staff.
Establish and maintain effective store keeping procedures.
Add, subtract, multiply and divide quickly and accurately.
Train, supervise, evaluate and provide clear expectations to assigned personnel.
Communicate, understand and follow both oral and written directions effectively.
Maintain records, inventory and prepare reports.
Establish and maintain cooperative and effective working relationships with others a diverse range of people.
Plan and organize to meet schedules and time lines.
Learn new or updated computer systems/programs or skills to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Assist in sustaining and monitoring the financial viability of the district.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse work environment; constant interruptions; excessive intermittent noise; occasional contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, lifting heavy objects; lifting warehouse stock; reaching overhead, above the shoulders and horizontally; standing for extended periods of time; bending at the waist; dexterity to operate warehouse equipment and computer; climbing ladders and working from heights.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions