

STOCKTON UNIFIED SCHOOL DISTRICT

WAREHOUSE SUPERVISOR

DEFINITION

Plan, organize, direct, review and supervise all phases of the operation and activities of a central warehouse system and supervise property control. Maintain central stock and inventory systems; oversee the receiving, storing and distribution of equipment, supplies and materials; perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Manager of Purchasing. Provide technical guidance to warehouse staff and exercise general supervision over the warehouse, central receiving, records retention and property control.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Oversee the receiving, computer data entry, marking and storing of district equipment, supplies and materials.

Check shipments against purchase orders and invoices.

Train staff in proper storage, computer stock control and inventory procedures.

Direct annual warehouse inventory and inventory of surplus commodities; and all periodic inventory counting, reconciliation of discrepancies and reporting.

Plan schedules and assign delivery service to the schools.

Oversee a central receiving and distribution operations for the entire District.

Oversee the operations and maintenance of the food warehouse for cafeteria supplies including cold storage.

Oversee the operation and maintenance of the textbook warehousing and distribution; oversee receipt and distribution of annual shipment of state textbooks; receive, identify and distribute federal project materials.

Submit reports and records on supplies.

Oversee the operation and maintenance of property control and records retention.

Coordinate and supervise the establishment and operation of special district warehouse and storage areas.

Participate in the selection, training, supervision and evaluation of staff members.

Responsible for referring to proper source corrections pertaining to the receipt, storage or delivery of all materials routed through the warehouse.

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EXAMPLES OF DUTIES (continued)

Interview applicants for warehouse positions and select employees; recommend disciplinary action and termination when necessary; assist in staff evaluations; and prepare vacation schedules.

Assess staffing needs, workload distribution, training requirements and performance effectiveness. Assign and approve overtime and request extra and/or substitute help as needed.

Perform related duties assigned.

QUALIFICATIONS

Knowledge of:

- Methods used in receiving, storing, issuing and keeping records of supplies and equipment
- Procedures used in shipping and handling freight claims
- Warehouse procedures, requisition, purchase orders, invoices and delivery slips and the use and purpose of each
- Computerized stock control systems (including periodic inventory, reconciliation and reporting techniques)
- Standard factory packaging methods
- Principles and techniques of effective supervision
- Personnel rules and procedures of the District

Ability to:

- Oversee the work of others
- Comprehend the purpose and function of a computerized stock control system and be able to train and supervise others in its use
- Oversee a variety of complex warehouse tasks and procedures
- Maintain records neatly and accurately; prepare reports on warehouse operations and in accounting for warehouse inventory
- Establish and maintain cooperative working relationships with others
- Perform arithmetical calculations with speed and accuracy

Experience and Education:

Any combination of education, training and experience equivalent to graduation from an accredited college or university with a bachelor's degree in business administration or a related field. Additional qualifying experience may be substituted for up to two (2) years of college on a year-for-year basis for required education. Four (4) years of warehouse, storekeeping or stock control work involving receiving, issuing and storing supplies, two (2) years of which involved lead or supervisory responsibilities in a large warehousing operation utilizing a computerized stock control system.

License and Certificates:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

Salary Placement:

Range 35 (12-month work year)
Stockton Unified Supervisory Unit