

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Lead Warehouse Worker

DESCRIPTION OF BASIC RESPONSIBILITIES

To coordinate and maintain required inventory levels, ensure that specifications, quantities and qualities of orders are correct, verify stock and identify losses, and maintain an organized warehouse layout.

SUPERVISOR: Director of Maintenance, Operations and Transportation

TYPICAL DUTIES:

1. Coordinates and assists with the receiving, storage, and distribution of all items received in the warehouse, including perishable goods, textbooks and food items.
2. Oversees and assists with the inspection of shipments received for conformity to purchase order specifications.
3. Coordinate routes and delivery schedules.
4. Maintains perishable storage, checking for temperature and protection from damage.
5. Assists in the training of warehouse employees.
6. Oversees physical inventory, stock control and stock levels.
7. Inspects items received for damage, matches delivered items against packing slips and purchase orders, and reports discrepancies to supervisor.
8. Compiles and distributes the District Warehouse Catalog to school sites.
9. Maintains ongoing inventory of warehouse goods and materials to verify stock and identify losses.
10. Maintains appropriate computerized and manual logs and files related to warehousing/delivery operations.
11. Keeps records of each site request.
12. Maintains an updated inventory of all District purchases (equipment) over the amount of \$25.00 and assigns inventory control numbers as required.
13. Receives stock and non-stock items to ensure specifications, quantity, and quality of order are correct.
14. Inspects warehouse equipment to maintain equipment in safe operating condition.
15. Stocks equipment and supplies to maintain inventory levels.
16. Conducts physical inventories to verify stock and identify losses.
17. Cleans warehouse to maintain a clean and orderly layout and safe work environment.
18. Advises sites on procedures for ordering warehouse items and checks stores requisitions data for accuracy.
19. Prepares and updates warehouse supply catalog and informs sites of additions and deletions.
20. Prepares recommendations for annual reorder of supplies.
21. Keeps inventory control records.
22. Coordinates servicing and routine maintenance of forklifts and pallet jacks.
23. Maintains warehouse in clean and orderly manner.
24. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Warehousing procedures and practices related to receiving, inspecting, storing, and issuance of materials and supplies.
- Recordkeeping and filing systems.
- Safe operation and use of warehouse equipment/vehicles.

Ability to:

- Understand and follow both oral and written instructions in an independent manner.
- Maintain accurate supply and inventory records and prepare routine reports.
- Train and coordinate the work of others.
- Plan, prioritize, and schedule workloads.
- Plan and coordinate intra-district delivery routes and schedules.
- Demonstrate use of warehouse equipment and vehicles.
- Read and understand data processing printouts, purchase orders, stores catalog, and related materials.
- Operate a variety of standard warehouse machines and equipment including a forklift and handtruck in a safe and effective manner.
- Use calculator and/or computer efficiently.
- Perform basic mathematical calculations.
- Communicate effectively in both oral and written form.
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent.
- Three (3) years experience in warehouse work including shipping and receiving, cataloging, dispatching, route scheduling, and space utilization.
- One (1) year experience in a lead capacity.
- Valid California Driver's License and evidence of insurability.
- TB test clearance.
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in-person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to use standard warehouse equipment.
5. Significant strength to lift, move, push/pull, and carry heavy objects, and also to stoop/crouch and reach/handle.
6. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.