

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Warehouse Supervisor

DEPARTMENT: Finance and Operations
MVSC

REPORTS TO: Director of Purchasing

POSITION SUMMARY: The Warehouse Supervisor provides for the safe and efficient receipt, storage, inventory and disbursement of district materials.

ESSENTIAL FUNCTIONS:

- Coordinate and manage a qualified and capable warehouse team whose continued focus is on employee satisfaction.
- Ensure warehouse staff are properly trained and, when applicable, certified to perform various tasks.
- Assign tasks and duties to warehouse staff.
- Schedule and dispatch warehouse drivers on designated routes to ensure timely pickup and delivery of district supplies, equipment, furniture and mail. Obtain substitute drivers when needed.
- Sort and package orders for delivery to individual schools and departments.
- Provide physical storage of materials.
- Maintain a safe and organized warehouse, reporting equipment and facility maintenance needs and equipment replacement needs appropriately.
- Manage and maintain warehouse stock levels. Perform physical inventories of food, custodial supplies, print materials and equipment. Inform Director of Purchasing when replacement or restocking of items are necessary.
- Oversee shipping and receiving operations, including entering receiving records into the Skyward system. Notify vendor and the Director of Purchasing of shipping discrepancies as appropriate.
- Tag and complete paperwork and/or electronic records for fixed assets.
- Maintain the Material SDS (Safety Data Sheets) online program.
- Use technology to draft, prepare and process a variety of communication, forms, memoranda, letters, reports, and other documents to assure proper completion and retention
- Maintain electronic and physical files and records and make appropriate notations regarding delivery, inventory, and disbursement in accordance with records retention guidelines
- Handle movement and disposal of obsolete materials and equipment. Assist the Director of Purchasing and other District staff at public surplus sales.
- Possesses knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications including Microsoft Word, Outlook, Excel, and Skyward; planning and managing projects, and performing basic bookkeeping and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; and common office machines.

ABILITY is required to work efficiently under minimal supervision; physically lift up to 75 pounds on a regular basis; drive and provide basic maintenance on forklifts; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant

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diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to and changing work priorities; working with interruptions; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working as part of a team.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Forklift and inventory control experience preferred.

CERTIFICATES AND LICENSES: A valid Washington State Driver’s License with a good driving record and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: Willingness to participate in and provide continued training as appropriate in order to continue effectiveness in the position.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Teamsters

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date