



ASSISTANT WAREHOUSE SUPERVISOR

GENERAL RESPONSIBILITIES

Responsible for maintaining the textbook section of the warehouse and assisting the warehouse foreman as needed.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Check textbook stock and inventory.
- Process textbook orders.
- Fill orders for blood born pathogen supplies in school clinics.
- Maintain a clean and orderly warehouse with special attention to safety and security.
- Store chemicals and supplies in a safe location; develop and maintain appropriate safety procedures when employees move such items.
- Provide assistance and instruction in warehousing and distribution techniques to Instructional personnel who utilize warehouse space.
- Coordinate pick-up and delivery of donations.
- Assume supervision of office personnel in Supervisors absence.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern warehouse and inventory practices; thorough knowledge of all types of materials and parts required for school division operations; general knowledge of the applicable standard grades and qualities of equipment, materials and supplies; ability to prepare and maintain accurate records; ability to plan and supervise the work of others; ability to establish and maintain good working relationships with associates; ability to prepare reports and maintain accurate records.

EDUCATION AND EXPERIENCE

Graduation from high school and experience in warehouse operations. Forklift license. Defensive driving certificate.

A comparable amount of training and experience may be substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift up to 100 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid Virginia Commercial Driver's License.

FLSA status: Non-exempt	Description: Rev. 6/00
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