WAREHOUSE MANAGER

GENERAL RESPONSIBILITIES

Supervise the operation of a storeroom and all facets including ordering, receiving, processing, recording and distributing supplies and materials; preparing and maintaining detailed records and files. Supervision is exercised over storekeepers and delivery persons.

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.)

• Manage, oversee, supervise and participate in storeroom operations.
• Approve requisitions, analyzes work orders, etc.
• Operate forklift.
• Supervise computer operations.
• Brief staff on materials to be loaded or on assembly of items to be delivered.
• Check with staff for changes that could affect delivery schedule; make schedule adjustments as needed.
• Review paperwork from deliveries to determine if additional work requirements will occur.
• Check documents for thoroughness and completeness and prepare additional documentation when necessary.
• Initiate all requests for replenishment of stock.
• Oversee the receipt and dispersal of materials entering or leaving warehouse; help storekeepers with this task when required.
• Take periodic inventories and participate in monthly inventory program.
• Perform related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

General 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 supplemented by some courses in inventory control and computer skills and considerable experience in warehouse operations. Fork Lift Certified. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 75 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license.

FLSA status: Non-exempt | Description: Rev. 10/08