



ASSISTANT DISTRIBUTION CENTER SUPERVISOR

GENERAL RESPONSIBILITIES

Under the direction of the Coordinator of Distribution Services, this position is responsible for overseeing the receiving, storing, and distribution of materials housed in the Distribution Center. This includes, but is not limited to textbooks, curriculum materials, food services supplies, custodial supplies, OSHA supplies, etc.

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.)

- Oversee the work of the Warehousing and Distribution Technician and Inventory Technician to maintain the textbook depository and textbook inventories throughout the school division.
- Collaborate with the Office of Custodial Services concerning the storage and distribution of supplies.
- Assist the Office of Food Services with reallocation, and disposal of food service materials and equipment.
- Assist with the distribution, retrieval, sorting, and storage of a large variety of curriculum materials and supplies to/from all sites.
- Receive and check-in materials shipped to the Distribution Center with accurate detail and documentation to ensure proper payment, distribution and record retention.
- Prepare freight, proper documentation and routes for the delivery of materials in an efficient manner for large trucks and interdepartmental mail trucks.
- Provide direction and assistance in warehousing and distribution techniques to Distribution Drivers and instructional personnel utilizing the Distribution Center.
- Respond to schools and departments requesting services.
- Store, Inventory, inspect and maintain tables, chairs, art display boards, staging and other items loaned to schools for special functions.
- Work closely with FedEx, UPS and Rocket Media Inc. to ensure timely deliveries and mailings.
- Maintain a clean and orderly Distribution Center with special attention to safety and security.
- Assist with dissemination of surplus materials through re-issue, auction or disposal.
- Assist with providing direction in the work of the Distribution Drivers and delegation of duties.
- Ensure that vehicle pre-trip inspections are performed daily, records maintained, and trucks are sent for repairs and service as needed.
- Ensure that pre-use inspections of forklifts and material handling equipment is performed daily and documented, while working closely with vendors to ensure preventative maintenance and repairs are made in a timely manner.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern warehouse and inventory practices; thorough knowledge of the scope of instructional materials, and supplies needed to support the school division's operations; 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, vendors and the general public.

EDUCATION AND EXPERIENCE

Graduation from high school and experience in warehousing, receiving and distribution procedures. A Commercial Driver's License (CDL) is preferred.

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



PHYSICAL REQUIREMENTS

Ability to climb, bend, stoop, kneel, reach, walk and stand for long periods of time. Physical capability to effectively use and operate various items of warehouse and office equipment such as, but not limited to, forklifts, hand trucks, pallet jacks, box trucks, personal computer devices, calculators, copiers and fax machines. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. May require strenuous physical work; heavy lifting, pushing or pulling required of objects over 50 pounds.

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

SPECIAL REQUIREMENTS

- Forklift operator’s certificate
- Defensive Driving certificate.