

## **ASSISTANT WAREHOUSE MANAGER**

### **GENERAL RESPONSIBILITIES**

Assist with the operation of a modern storeroom/warehouse to include ordering, receiving, stocking, processing and distribution of materials. In the event that the Manager is out, the Assistant Manager will take on his/her responsibilities.

### **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.)

- Receive, inspect and store all standard storeroom stock and special order parts.
- Track a large and diverse inventory (over 4000 parts), and maintain proper stock levels by devising appropriate reorder lead times and amounts to assure adequate quantities are available for the School Plant facility.
- Obtain quotes and negotiate comparative prices, order parts from vendors, and work within budget constraints.
- Possess basic computer skills with the ability to use typical office programs.
- Utilize computer-based storeroom operations program and is thoroughly versed in its capabilities and limitations.
- Ensure that all inventory transactions are properly documented in accordance with standard operating procedures.
- Issues parts and equipment to craftsman.
- Act as the warehouse manager in his absence.
- Possess thorough knowledge of all parts in the warehouse inventory.
- Conduct complete inventories as well as weekly cycle counts.
- Possess a basic knowledge of bar coding procedures.
- Maintain control over keys for all School Plant vehicles and VBCPS facilities.
- Operate forklift and other basic lifts and labor saving devices.
- Practice safe warehouse procedures, identify potential hazards, and recommend improvements to standard procedures.
- Issue shared equipment maintained in the storeroom.
- Maintain the storeroom in a neat, orderly and efficient fashion.
- Perform related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of storeroom/warehouse and inventory practices; ability to count and inspect a variety of stores and materials accurately and thoroughly; ability to maintain financial records; ability to operate forklift and common storehouse/warehouse equipment; computer knowledge as it pertains to inventory, receiving, and distribution; ability to handle and oversee multiple tasks effectively; establish and maintain effective working relationships with associates; ability to follow oral and written instructions.

**EDUCATION AND EXPERIENCE**

High School Diploma. Minimum 3 years warehouse experience.  
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. Skilled in safe forklift driving.

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