

## **COORDINATOR, SUPPLY SERVICE**

### **GENERAL RESPONSIBILITIES**

Responsible for the receiving, storage, distribution and retrieval of textbooks, instructional materials, food service supplies, custodial supplies, forms, library books, furniture, sporting equipment and supplies used throughout the school division. Maintain inventory levels of materials by receiving commodities, equipment, or supplies for the school division.

### **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.)

- Coordinate warehouse activities as it relates to planning, scheduling and assigning work to warehouse personnel.
- Supervise and instructs warehouse personnel in the proper handling of material in the school division.
- Supervise personnel which typically include recommendations for hiring, firing, performance evaluation, training, work allocation and problem resolution.
- Coordinate the transfer of furniture and equipment from one site to another.
- Coordinate the disposal of material unsuitable for school use via internet auction, recycling of paper products, metals and electronics, or delivery to landfill.
- Issue or distributes materials, supplies, equipment to staff from warehouse.
- Monitor the use and issuance of materials.
- Collaborate with the Office of Custodial Services and the Office of Food Service to coordinate the storage and delivery of supplies and materials.
- Maintain the Department of Curriculum and Instruction's storage space.
- Coordinate the pick up and delivery of instructional materials, donated items, testing materials, furniture and various equipment to and from specified locations.
- Maintain the truck utilization report and maintenance schedules for delivery trucks.
- Coordinate the inventory of items stored in the supply warehouse.
- Coordinate the distribution of intra-departmental mail and packages throughout the school system.
- Assume supervision of office personnel in the absence of the Director.
- Perform other related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of inventory or store keeping principles and practices as it relates to supplies, equipment, and/or services ordering; ability to receive, stock, track, and distribute materials, supplies, furniture and equipment; ability to effectively communicate; ability to follow complex oral and written directions; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with school officials, associates and the general public; must possess strong leadership and organizational skills; skilled in the use of personal computers and related software applications.

**EDUCATION AND EXPERIENCE**

High School Graduate or GED required. Ten year's experience in delivery and warehousing and five year's of supervisory experience preferred. Must provide documentation of staff development courses taken in supervision.

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

**PHYSICAL REQUIREMENTS**

Ability to climb, bend, stoop, kneel, reach and 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 a, forklift, hand truck, jack, truck, personal computer, calculator, copier, and fax machine. 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. Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

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

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license. Forklift Operator's License.

FLSA status: Exempt	Description: Rev. 5/05
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