



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## DISTRIBUTION CENTER SUPERVISOR

### GENERAL RESPONSIBILITIES

Under the direction of the Coordinator of Distribution Services, this position is responsible for assisting in the supervision of the day-to-day operation of the Distribution Center and the work of the staff. This includes, but is not limited to, receiving freight, storing, distributing, picking up and reallocating supplies and materials throughout the school division and outside facilities.

### 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.)

- Work closely with the Director and Coordinator to ensure that the overall responsibilities and goals of the Distribution Center are accomplished.
- Respond to schools and departments requesting services.
- Train, schedule and prioritize work assignments of staff to maximize efficiency of deliveries, pick-ups and utilization of the Distribution Center.
- Purchase, distribute, and maintain the stock of light bulbs used throughout the school division.
- Purchase, distribute, and maintain material handling supplies and equipment.
- Communicate with other departments, vendors and the general public visiting or utilizing the Distribution Center.
- Ensure that accurate, detailed records are created and maintained for all aspects of the operation to include, inventories, receipts, delivery records, vendor payments, vehicle and equipment related documents, etc.
- Maintain a clean and orderly Distribution Center with special attention to safety, security and efficiency.
- Maintain three interdepartmental mail routes and adjust as needed.
- May assume the duties of the Coordinator of Distribution Services, if absent.
- Perform 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 five years' experience in warehousing, receiving and distribution procedures. Commercial Drivers' License (CDL) preferred, Forklift certification and Defensive Driving Certificate.

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 forklifts, hand trucks, pallet jack, box 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.

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

### SPECIAL REQUIREMENTS

- Defensive Driving Certificate.

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| FLSA status: Non-exempt | Description: Rev. 4/17 |
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