

Head Warehouse Specialist

Purpose Statement

The job of Head Warehouse Specialist is done for the purpose/s of providing efficient operation of the district warehouse by supervising personnel, facilities, equipment and procedures for the maintaining required inventory levels; ensuring specifications, quantity and quality of order are correct; verifying stock and identifying losses; maintaining and organized warehouse layout; pulling items for delivery, both supply items and food items; loading and unloading trucks; ensuring that assignments are completed in a safe, proper and timely manner; directing and assisting assigned workers; and operating warehouse equipment.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Director of Operations

Essential Functions

- Assists in the hiring process (e.g. posting new job openings, conducting interviews, selecting new hires, etc.) for the purpose of obtaining quality warehouse personnel.
- Assists in scheduling routes, dispatching trucks and special projects for the purpose of ensuring an efficient and effective operation.
- Conducts job appraisals for each warehouse employee (e.g. providing expectations, assessing performance, providing feedback with commendations and recommendations, keeping records of appraisals, etc.) for the purpose of ensuring that work expectations are known, understood and are being met.
- Conducts physical inventories for the purpose of verifying stock and identifying losses.
- Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
- Maintains various files and records (e.g. loss, expenditures, history of utilization, schedules, requisitions, SAGE Program, temperature of freezers and refrigerators, picking tickets, etc.) for the purpose of documenting activities, and providing materials and reliable resource information.
- Operates warehouse equipment (e.g. hand trucks, fork lift, pallet jack, delivery truck, etc.) for the purpose of moving and delivering supplies in a timely and safe fashion.
- Organizes special deliveries and pick ups from vendors, depositories and district property (e.g. yearbooks, textbooks, furniture, testing materials, moving district programs, etc.) for the purpose of obtaining and delivering necessary materials.
- Oversees day to day warehouse operations (e.g. cleaning facilities, preparing orders, moving supplies and materials, deliveries of warehouse orders, operating warehouse equipment, approve sick and personal leave requests, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements, while providing support to others.
- Processes report requests, documents, deliveries and/or materials (e.g. receives requests, enters into computer, prints incoming requisitions, etc.) for the purpose of disseminating information and/or materials to appropriate parties.
- Recommends orders for equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.

- Responds to inquiries for the purpose of providing requested information and/or referring to appropriate resources.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating standard office and warehouse equipment; using pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; safety practices and procedures; and accounting/bookkeeping principles.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted, job related education with study in job-related area.

Equivalency .

Required Testing

Continuing Educ./Training

Maintain certification

FLSA Status

Non Exempt

Certificates

Evidence of Insurability, and
Valid CDL Driver's License

Clearances

Criminal Justice Fingerprint/Background
Clearance

Approval Date

Salary Range