

Lead Warehouse Specialist

Purpose Statement

The job of Lead Warehouse Specialist is done for the purpose/s of 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 Head Warehouse Specialist

Essential Functions

- Cleans warehouse facility (e.g. sweeping moping, and waxing floors, etc.) for the purpose of maintaining a clean and safe work environment.
- Conducts physical inventories for the purpose of verifying stock and identifying losses.
- Delivers a variety of items (e.g. boxes, books, packages, cargo, office supplies, furniture, equipment, food items, carpet, etc.) for the purpose of for the purpose of distributing items to assigned locations and/or individuals.
- 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.
- Moves supplies and materials (e.g. loading and unloading delivery trucks, etc.) for the purpose of for the purpose of receiving stock and/or filling orders for transport.
- Obtains signature and verification for items received and delivered for the purpose of maintaining correct inventory.
- 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.
- Prepares orders by pulling from stock (e.g. teaching supplies, frozen food, dry food, etc.) for the purpose of meeting delivery requirements.
- 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 tasks with a potential need to 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; understand written procedures, write routine documents, and speak clearly; and solve practical problems. 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 activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a 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 wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to 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 following standardized practices and/or methods; leading, guiding, and/or coordinating others; 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 have some impact on 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 High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Evidence of Insurability, and
Valid CDL Driver's License

Continuing Educ./Training

Maintain certification

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status
Non Exempt

Approval Date

Salary Range
6