

WAREHOUSE FOREMAN

DEFINITION

Under direction, plan, schedule, train, coordinate and lead warehouse workers and drivers; inspect, review, and direct warehouse workers and drivers for the receiving and distribution of a variety of warehouse food, supplies, materials and equipment; provide advice, counsel, and input concerning complex or unusual warehousing functions and activities; perform a variety of computer related record and inventory control functions pertaining to a warehouse and distribution operation; and do other related work as required. Confer with District personnel and other appropriate persons regarding effective warehouse operations and deliveries; including working with CNS to effectively coordinate the receiving, generating, and storing of food orders and timely delivery to site kitchens.

ESSENTIAL FUNCTIONS

Plan, organize and determine work priorities in coordinating, scheduling, and directing the activities of other warehouse workers and delivery drivers; assist in ensuring that proper safety procedures are followed in the warehouse and in the loading and delivery of materials; receive warehouse goods, materials and supplies, check purchase orders and delivery documentation to ensure correctness of quantity and for damage; store supplies, goods, materials and equipment that are received in specified storage areas; fill warehouse requisitions in a timely effective method and complete the necessary clerical functions; package warehouse ordered items and prepare the order for delivery; assist in packaging and shipping returned items to vendors; assist in maintaining the warehouse in a neat, orderly and secure condition; assist in conducting the annual warehouse stock inventory; review warehouse stock on a continuing basis and report items which have reached a specified reorder point; label and mark warehouse stock items with a predetermined classification and identification code number; assist in maintaining a variety of warehouse related files and records; coordinate scheduled mail trips to various offices to deliver and pick-up a variety of District related documents; may occasionally drive a delivery vehicle in the distribution of supplies or school mail; operate a variety of warehouse equipment, including a forklift, electric pallet jack and hand truck. Coordinate and direct the work of others; requisition and maintain an adequate inventory of supplies and materials needed to perform and maintain the warehouse and vehicles; may provide input into the evaluation of employees reporting to foreman.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, techniques, procedures, pertaining to receiving, processing, storing and distribution operation;

Routine record management processes;

Inventory control methods and procedures;

Safe working and vehicle operation practices;

Microsoft Office, Financial 2000.

Ability to:

Effectively and efficiently assist in the operation of a receiving, storage and distribution operation;

Perform routine clerical tasks;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Demonstrate leadership, good judgment, and tact;
Relate effectively with racially and ethnically diverse staff, students and community.
Work in and learn various computer programs as needed such as Word, Outlook, Financial 2000.
Prepare and present comprehensive and precise reports;

EDUCATION AND EXPERIENCE

Education:

Equivalent to completion of the twelfth grade; fork lift Certification; possession of an appropriate California operator's license issued by the Department of Motor Vehicles; three years of experience in maintaining and operating a warehouse and distribution facility, preferably in an educational organization.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Perform moderately heavy manual tasks involving pushing and pulling of objects weighing up to 100 pounds, with frequent lifting of objects weighing up to 50 pounds; physical dexterity in limbs and digits necessary to operate hand and power driven equipment and tools. Ability to bend, stoop, grasp, and reach.

Working Conditions:

May stock and store supplies which require lifting objects overhead on a regular basis. Work involves considerable carrying of materials and requires an awareness of how to properly lift and carry objects. Work also requires stocking and storing in a freezer environment at a reduced temperature.

Pre-placement Physical: Class II