

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Warehouse Supervisor	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: Director of Business Services
EDUCATION:	High School Diploma or GED Equivalent Must have 5 years prior warehouse supervisory experience.	FLSA Status: Exempt
LENGTH OF WORK YEAR:	Hours and days as specified on posting	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB QUALIFICATIONS:	<p>Plan, organize, supervise and participate in daily warehouse operation and activities, including the receipt, documentation, storage, safety and distribution of equipment and supplies and maintenance of inventory.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. This is a safety sensitive position.</p>	

MINIMUM QUALIFICATIONS:

- Knowledge of business English and Math, inventory control/workflow practices
- Demonstrated experience and/or education in computer (hardware and software) operations, including: word processing, spreadsheet development, and database management.
- Ability to effectively manage a district-wide inventory system for 21 locations, including a food services program.
- Knowledge of fiscal and budget systems.
- Ability to interpret and understand state regulations pertaining to purchasing.
- Ability to perform well under pressure (both time and quantity).
- Ability to supervise warehouse employees.
- Ability to maintain cooperative relationships and effectively communicate both orally and in writing.
- Ability to receive Forklift Certification

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Solicits quotes or bids for all inventories according to state regulations, documenting process.
2. Assists shipping, receiving, and unloading trucks; checking in merchandise; matching purchase orders to bills of laden, rejecting damaged goods.
3. Moves materials and items from receiving or storage areas to shipping or to other designated areas.
4. Sorts and places materials or items on racks, shelves or in bins according to predetermined sequence such as size, type, style, expiration or product code.
5. Files requisitions, work orders or requests for materials, tools or other stock items and distribute items to shipping or to designated route driver storage area.
6. Utilizes software to place orders and track inventory.
7. Receives school orders, shipping orders or requisitions to determine items to be moved, gathered or distributed and/or shipped. Assembles school orders from stock and place orders on pallets or shelves, or relocate orders to a holding area or shipping department.
8. Marks materials with identifying information using appropriate method.
9. Opens bales, crates and other containers.
10. Inputs amounts of materials or items received or distributed via appropriate computer program.
11. Takes the lead in counting of physical inventory.
12. Weighs and counts items for distribution within warehouse to ensure conformance to District standards.
13. Supervises Truck Driver and other Warehouse employees.

14. Provides guidance to administrators and employees with procurement rules as defined in Oregon Revised Statutes, Oregon Administrative Rules, Board Policies, and Board Administrative Rules.
15. Assists with surplus sales. Utilizes ORPIN system to post RFP's, purchase items, etc.
16. Completes requisition forms to order supplies for all District locations, receiving appropriate authorizing signatures as necessary.
17. Operates forklift in a safe and cautious manner.
18. Sweeps, dusts and mops as necessary. Organizes warehouse and work area for orderliness at all times. Ensures warehouse is accessible and safe for vendors and employees.
19. Coordinates with Food Services Supervisor in the ordering and distribution of perishable and non-perishable food items.
20. Wears the proper safety equipment.
21. This is a safety sensitive position.
22. Other duties as assigned.
23. Must have regular and punctual attendance and must be flexible in hours worked.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					X
11-20 lbs.					X
21-50 lbs.					X
51-75 lbs.				X	
76-100 lbs.			X		
> 100 lbs.			X		
Maximum amount lifted by worker without assistance: No more than 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					
CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					X
11-20 lbs.					X
21-50 lbs.					X
51-75 lbs.				X	
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: No more than 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					
PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.				X	
21-50 lbs.				X	
51-75 lbs.			x		
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: No more than 75 lbs.					
Distance: _____ Type of Surface: (i.e. level, carpet, tile): _____					

Prepared by: Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature _____

Date _____

