



PERSONNEL COMMISSION

Class Code: 0301
Salary Range: 42 (M2)

WAREHOUSE MANAGER

JOB SUMMARY

Under general direction, plan, organize and manage the operations and activities of the District's centralized warehouse or Nutrition Center warehouse; assure warehouse activities meet site needs and distribution timelines; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize and manage the operations and activities of the District's centralized warehouse or Nutrition Center warehouse; assure smooth and efficient warehouse operations and the timely shipping, receiving, storing and issuing of materials, commodities, equipment or food. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee and manage shipping and receiving activities to assure accuracy, completeness and appropriate condition of items. **E**
- Coordinate the investigation of shortages, deviations from specifications and damage to shipments; follow up with vendors and shipping companies regarding damaged shipment reports and arrange for adjustments; assure the filing of appropriate reports. **E**
- Oversee and manage the loading of delivery trucks, driver assignments, dispatching, routing and scheduling of deliveries to optimize the distribution of goods and equipment. **E**
- Oversee and direct periodic and annual inventory activities; oversee the District's fixed asset program as assigned by the position. **E**
- Analyze, plan and organize warehouse space for new and regular stock items; monitor the identification and disposition of records and surplus materials and equipment; coordinate the District's recycling program. **E**
- Oversee the shipping of food items to school sites; assure food items are properly stored and rotated in accordance with production and expiration dates; monitor refrigerated storage areas for temperature and condition of food items. **E**

- Develop warehouse policies and procedures; establish operating priorities; advise department administrators of unusual trends or problems and recommend appropriate corrective action. *E*
- Evaluate and recommend the purchase of new warehouse equipment and supplies; evaluate and make recommendations regarding vendor proposals, leases and service contracts. *E*
- Develop the division's preliminary annual budget; authorize and control expenditures in accordance with established limitations. *E*
- Oversee the preparation and maintenance of records and files such as equipment inspection reports, Material Safety Data Sheets (MSDS), Hazard Analysis and Critical Control Point (HACCP) records and daily activity sheets; compile data and prepare detailed reports regarding assigned activities. *E*
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues and exchange information; drive a District vehicle to various sites to conduct work. *E*
- Oversee and assure warehouse and work areas are maintained in a clean, safe and orderly condition; continually inspect work areas and equipment to assure the safety of staff and direct corrective actions. *E*
- Lock and unlock warehouse doors and gates; maintain security of warehouse areas according to established guidelines; set alarms as appropriate. *E*
- Operate a variety of warehouse equipment including a forklift, pallet jack, hand truck, scale, baler and shrink wrap machine; operate a variety of office equipment including a computer and assigned software; arrange for equipment repairs. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of technological advances in the field; conduct presentations. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Warehouse Manager plans, organizes and manages the daily operations and activities of the District's centralized warehouse or the Nutrition Center warehouse. Incumbents directly supervise staff involved in the shipping, receiving, storing and issuing of materials, commodities, food and equipment.

EMPLOYMENT STANDARDS

Knowledge of:

Methods, practices, terminology and equipment used in high-volume warehouse operations.

Operating requirements for a high-volume warehouse and distribution center.

Principles and practices of supervision and training.
Budgeting practices regarding monitoring and control.
Health and safety regulations.
Proper lifting techniques.
Space utilization and inventory methods and practices.
Operation of a computer and assigned software.
Record-keeping and filing techniques.
Report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize and manage the operations and activities of the District's centralized warehouse or Nutrition Center warehouse.
Train and evaluate the performance of assigned personnel.
Develop and implement warehousing and delivery procedures and standards.
Develop and prepare budgets.
Monitor and control expenditures.
Maintain current knowledge of technological advances in the field.
Analyze, plan and organize warehouse space effectively.
Oversee the maintenance and recording of inventory.
Interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive reports.
Direct the establishment and maintenance of records and files.
Operate a variety of warehouse equipment including a forklift.
Operate a computer and assigned software.
Drive a District vehicle to conduct work.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Observe and implement health and safety regulations.

Education and Training:

Associate's degree including coursework in logistics, business administration, public administration or a related field.

Experience:

Four years of experience receiving, inspecting, storing and shipping general stores and equipment including two years in a supervisory or managerial capacity. Experience working with food items is desirable.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

Valid forklift operator certification at time of appointment.

WORKING ENVIRONMENT

Office and warehouse environment.
Exposure to fumes, dust and odors.
Working around and with machinery having moving parts.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.
Hearing and speaking to exchange information in person or on the telephone.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Occasional lifting, carrying, pushing or pulling heavy objects weighing up to 50 pounds.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Walking.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 12/27/84

Revised: 11/22/00

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