

East Side Union High School District

JOB TITLE: Assistant to Warehouse Supervisor

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To direct and participate in the receipt, storage, loading, unloading, inventory and delivery of District/school supplies, materials and equipment and to maintain related records and files. Employees in this classification receive limited general supervision within a framework of standard policies and procedures. Employees in this class direct and coordinate the work of others in a lead capacity. This job class exercises responsibility for the effective receipt, storage, and distribution of District/school supplies, materials, equipment, and related goods and functions at a lead level of classification

SUPERVISOR: Warehouse Supervisor

TYPICAL DUTIES

Directs and coordinates the work of warehouse personnel in a lead capacity as assigned; may assist in training new employees in appropriate warehousing procedures/operations

Receives, marks, stores, and distributes materials, equipment, books, furniture, foodstuffs, and supplies delivered to the District warehouse facility

Inspects incoming stock/materials for conformity to purchase orders and packing slips

Reports undocumented/unordered shipments, shortages, and/or damaged items and goods to appropriate authority

Fills orders and requisitions submitted by schools or District departments; verifies quantities requested

Loads and unloads trucks and delivery vehicles

Picks up and delivers mail, furniture, equipment, and supplies as assigned

Assists in maintaining records of requisitions, shipping invoices, running inventories, purchase orders, deliveries, etc. related to warehouse operations

Takes periodic inventory of warehouse stock and keeps running inventory of food items

Operates delivery truck, fork lift, and other warehouse tools and equipment

Assists in maintaining warehouse and related tools and equipment in a clean, safe, and orderly condition

Prepares and/or distributes incoming/outgoing mail; sorts, weighs, and stamps mail

Wraps, packs, logs, and otherwise prepares parcels and goods for shipping

Provides information to District/school staff regarding the availability/delivery of supplies and materials

Performs the duties of the Central Stores Supervisor in his/her absence

Performs related duties as required

EMPLOYMENT STANDARDS

Possession of a valid and appropriate California Driver's License

Knowledge of basic warehousing, storage, and distribution methods and procedures

Knowledge of basic stock inventory procedures

Knowledge of the safety rules and regulations related to warehouse operations and equipment usage

Ability to maintain accurate warehouse and inventory files and records

Ability to communicate effectively in both oral and written forms

Ability to direct and coordinate the work of others in a lead capacity

Ability to safely operate warehouse equipment to include delivery vehicles and fork lift

Ability to understand and follow both oral/written instructions

Ability to read and write at a level required for successful job performance

Ability to perform accurate arithmetic calculations using basic addition, subtraction, multiplication, and division

Ability to meet the physical requirements necessary to safely and effectively perform required duties

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties