

Job Title: Warehouse Manager
Department: Business Department
Reports To: Purchasing Manager
FLSA Status: Exempt
Salary Schedule: EC lane 03



SUMMARY

The Warehouse Manager is responsible for overseeing and providing a safe, effective, efficient, and customer friendly warehouse operation, supporting the purchasing, distribution and storage of supplies, materials, frozen food, perishable food, and supplies to schools and offices within the Washington County School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Manages, oversees, supervises, and participates in warehousing operations, to include safe freezer storage and frozen food distribution.

Determines economic order quantities, and approves all warehouse purchases.

Prepares invitation to bid forms and distributes to supplier firms and public postings.

Compares prices, specifications, and delivery dates and recommends award of contract bidder.

Approves requisitions and analyzes warehouse orders.

Responsible for support and guidance of finance secretaries, school administrators and district personnel, on creation of orders for warehouse supplies and purchase requisitions.

Safely operates forklift.

Supervises, trains, and instructs, assigned staff on safety and distribution of materials to be stored, loaded, and delivered.

Verifies with staff changes that could affect delivery schedule. Makes schedule adjustments as needed.

Reviews and verifies paperwork from deliveries for accuracy and to determine if additional work requirements will occur.

Oversees the receipt and dispersal of materials entering or leaving warehouse. Assists workers with this task when required.

Complies with federal, state, and local warehousing, material handling, and distribution requirements by enforcing adherence to requirements. Advises management on needed actions.

Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.

Controls inventory levels by conducting physical counts. Reconciles with data storage system.

Maintains physical condition of warehouse by planning and implementing new design layouts, inspecting equipment, and issuing work orders for repair and requisitions for replacement.

Completes warehouse operational requirements by scheduling and assigning employees. Follows up on work results.

Works with Purchasing Manager to determine best use of warehouse space to facilitate district operations and maximize cost savings.

Provides leadership and direction in the development and implementation of in-service and staff development programs as required.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibility over assigned warehouse drivers and workers.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university; or three to four years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Utah Driver's License is required.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to sit and use fingers and hands to handle. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, work near moving mechanical parts, outside weather conditions, wet or humid conditions (non-weather), and vibration. The employee is occasionally exposed to toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock.

The noise level in the work environment is usually loud such as mechanical equipment and vehicle operations.

Prepared By: Business Administrator		Date: 07/22/2005
Approved By: Executive Director, Human Resources		Date: 07/22/2005
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Executive Director, Human Resources
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Business Administrator
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	