

## WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

**TITLE: WAREHOUSE COORDINATOR**

**EMPLOYMENT CLASSIFICATION:** Classified, Non-Exempt

**OVERVIEW OF JOB DESCRIPTION:** To oversee and supervise district warehouse services

**PERFORMANCE RESPONSIBILITIES:**

1. Establishes and maintains good rapport with students, employees and community.
2. Makes recommendations to administration on work to be performed by warehouse workers.
3. Maintains appropriate warehouse documentation records.
4. Receives merchandise from freight companies.
5. Pulls orders and stage for delivery to sites.
6. Locates purchase orders and stock on warehouse computerized system. Places inventory tags on all capital purchases and records appropriate information for fixed asset inventory data entry.
7. Maintains warehouse inventory.
8. Supervises the delivery of purchased items.
9. Submits all appropriate related receiving information to accounts payable.
10. Oversees the stocking of merchandise of warehouse shelves.
11. Oversees the transfer, sorting and distribution of U.S. mail and interdepartmental mail, and possesses knowledge of current postal regulations and practices.
12. Provides direction of warehouse workers.
13. Operates forklift, pallet jack, and other warehouse equipment.
14. Performs other job related duties as assigned.

**REPORTS TO:** Maintenance Supervisor

**TERMS OF EMPLOYMENT:** Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

**SUPERVISES:** Warehouse Assistant

**EVALUATION:** Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

**ADA ACCOMMODATIONS:** Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.