

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### WAREHOUSE MANAGER

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Four years responsible warehouse experience, including two years of supervisory experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Basic math skills to make arithmetic calculations with speed and accuracy. Knowledge of warehousing, shipping and receiving business practices. Knowledge of state and federal rules and guidelines for frozen food storage. Skills and abilities to maintain a positive working relationship with a wide variety of people, including District staff, principals and the public. Ability to operate equipment typically used in warehousing.

**REPORTS TO:**

Purchasing Agent

**JOB GOAL**

To coordinate the receipt, storage and shipping of food, supplies and textbooks to support all District schools and departments. To assure the stock level is maintained. To provide daily courier for each District location.

**SUPERVISES:**

Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

- (1) Coordinate the receipt, storage and shipment of a large variety of supplies, materials and equipment.
- (2) Coordinate the perpetual inventories and the detailed records and reports.
- (3) Recommend and coordinate the maintenance of proper minimum and maximum stock amounts.
- (4) Coordinate the receipt, storage and delivery of surplus commodities for the school lunchrooms.
- (5) Be responsible for the efficient operation of the warehouse complex.
- (6) Coordinate the activities of all subordinate employees.
- (7) Make arithmetic calculations with speed and accuracy.
- (8) Use effective, positive interpersonal communication skills.
- (9) Maintain proper security measures to protect warehouse contents.
- (10) Assist with the disposition of surplus equipment and furniture.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.
- (12) Other duties assigned by the immediate administrator or supervisor.

**PHYSICAL REQUIREMENTS:**

Board Approved October 20, 1998  
Amendment Board Approved April 15, 2003

# E17

**WAREHOUSE MANAGER (Continued)**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 30-33  
11 or 12 months  
8.0 hours per day

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Board Approved October 20, 1998  
Amendment Board Approved April 15, 2003**