

LEAD WAREHOUSE WORKER

JOB SUMMARY

Under general supervision or direction of a departmental supervisor or manager, using a considerable level of independent judgment in warehousing and inventory skills, leads and/or assists with space planning and stock rotation in the receiving, storing, shipping, issuing, and delivering of school equipment, material, food supplies, etc.; oversees stock control records and inventories; and performs related work as required.

ESSENTIAL DUTIES

- Assists the assigned departmental manager or supervisor by carrying out the daily routine of the district's Central Warehouse or Food Service Warehouse.
- Determines or assists in determining storage space requirements, optimum stock quantities, and proper or improved methods of stock control and storage.
- Operates delivery trucks and performs stock clerk duties, including transporting equipment, materials, and foodstuffs to and between schools as necessary.
- Reassigns personnel to assure that daily activities are accomplished.
- Leads or assists in coordinating the periodic and annual inventories for assigned warehouse facility.
- Oversees or assists in keeping records of receipts and disbursements of goods.
- Contacts vendors to locate needed parts.
- Carries out oral and written instructions.
- Leads and assists in the training of new employees.

MARGINAL DUTIES

- Receives and signs for textbooks, materials, equipment, foodstuffs, and supplies delivered based upon purchase orders.
- Prepares reports.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or equivalent. Three years of experience in warehousing and material handling work involving the receiving, storing, and issuing of supplies and equipment. Lead experience is desirable.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Proper methods and procedures used in safe receiving, storing, and issuing of supplies, materials and food products, requisitions, purchase orders, shipping documents, and delivery reports.
- Stock rotation and inventory procedures.
- Basic methods, materials, tools, equipment, and safe techniques used in general warehousing work.

Ability to:

- Plan, organize, and lead the work of others in an assigned central warehouse system.
- Maintain records and prepare reports.
- Analyze and utilize methods of storage and delivery.
- Schedule and coordinate the work of others.
- Train and provide input on the evaluation of subordinate employees.
- Operate a forklift and drive a truck in a safe manner.
- Perform heavy manual labor.
- Establish and maintain effective and harmonious relationships with district personnel.

LICENSE: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate.

WORKING CONDITIONS: Typical warehouse environment, including standing for long periods, moving food carts and pallets weighing several hundred pounds. Position in food warehouse requires working in freezer rooms. Exposure to all types of weather while performing delivery and receiving duties.