

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION
FACILITIES AND OPERATIONS GROUP

WAREHOUSE MANAGER

Purpose of Class

Manages and supervises the services and staff of a multi-faceted warehouse; performs related work as required.

Primary Function

The primary function of an employee in this position is to supervise, schedule, monitor and evaluate the services and staff of the District's warehouse for curriculum materials, dry goods and custodial supplies. Duties include supervising and/or performing work associated with delivering dry foodstuffs and frozen foods, receiving and maintaining inventories, receiving, cataloguing and delivering freight, maintaining surplus furniture, processing work orders and meeting District information and recordkeeping requirements. The position also manages a staff, provides cross-training for all job responsibilities, and conducts performance evaluations. Work is performed under the general supervision of the Facilities & Operations Administrator, although considerable latitude is allowed for independent judgment. Supervision is exercised over the positions of Assistant Warehouse Manager, Lead Warehouse Worker, Warehouse Workers, and Delivery Drivers. The principal duties of this class are performed in a warehouse environment, sometimes performing physically demanding and hazardous duties associated with operating related equipment and lifting heavy objects.

Essential Duties and Responsibilities (will vary by assignment)

- Schedules and oversees the delivery of dry foodstuffs to schools and the transfer of food from cooking schools to non-cooking schools;
- Schedules and oversees the delivery of frozen food from cold storage to cooking schools;
- Manages the daily functions of receiving, storing, issuing and delivering of warehouse supplies;
- Oversees the receipt, check-in, inspection and delivery of school orders;
- Assigns and schedules personnel to complete work orders; monitors deliveries to coordinate with work order schedule;
- Prepares and maintains seasonal work schedule based on school needs and equipment availability;
- Processes, prioritizes, schedules and completes work orders; enters data into District network and prepares spreadsheets and reports as needed or requested;
- Manages Warehouse services, including preparing required reports, reviewing and approving timesheets and payroll; enters data into District's network records;
- Maintains work-hour and mileage records for Food Service;

- Arranges for physical moves of offices, materials, classrooms and staff as requested;
- Plans, directs, monitors and evaluates the work and performance of assigned staff; hires, coaches, disciplines, and commends personnel;
- Performs work of other staff as needed;
- Initiates communication with supervisor about needed repairs or status of projects;
- Attends and actively participates in required training classes.

Other Duties and Responsibilities

- Serves on-call for emergency situations;
- Performs other related duties as required.

Classification Requirements

Knowledge of:

- Supervision and management techniques;
- Occupational hazards and safety precautions involved in warehousing;
- Inventory management;
- Scheduling and recordkeeping;
- Safe operation of warehouse equipment such as pallet jacks, forklifts, hand trucks, and dollies;
- Operation of a personal computer and job-related software.

Ability to:

- Plan, schedule, direct, monitor and evaluate the work of assigned staff;
- Plan, supervise and complete a variety of warehousing tasks efficiently and effectively;
- Coordinate a variety of tasks and schedules to meet demanding timelines;
- Maintain detailed and accurate records of work performed;
- Lift, move and maneuver hand and power equipment safely;
- Operate a personal computer and job-related software;
- Operate specialized equipment such as a forklift, pallet jack and service vehicles;
- Assist in or prepare accurate, complete and timely reports;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work independently or as a team member;
- Follow oral and written instructions and observe District policies and procedures;
- Maintain office, school and individual confidentiality;
- Establish and maintain effective working relationships with District staff, students and other personnel, as well as contractors, government representatives and others associated with job duties.

Acceptable Experience and Training

- High school diploma or GED; bachelor's degree is preferred;

- Four (4) years experience in warehouse management, preferably with supervisory experience;
- Four (4) years experience in stock control and delivery; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Grounds Shop Supervisor.

Licenses or Certifications

- Valid CDL Class A License is required;
- Ability to pass Pulmonary Function Test and obtain Respiratory Certification is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written and oral instructions, to hear sounds within the normal range of conversation and alarms.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to prepare reports as required; to observe materials and supplies; to maintain inventory; and to operate a motor vehicle and work-related equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate all work-associated equipment, drive a vehicle, and move or arrange warehouse stock;
- Sufficient personal mobility, agility, strength and reflexes, with or without reasonable accommodation, which permits the employee to work in indoor and outdoor conditions, to stand or sit for long periods of time and to perform warehousing tasks;
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Occasionally related jobs tasks may require, with or without reasonable accommodation, lifting or moving up to 100 pounds, walking over uneven flooring or construction sites, working in confined spaced, climbing and standing on ladders, crawling, stooping, kneeling, bending, crouching and reaching.