



DISTRIBUTION CENTER SUPERVISOR

GENERAL RESPONSIBILITIES

Under the direction of the Coordinator of Distribution Services, this position is responsible for assisting in the supervision of the day-to-day operation of the Distribution Center and the work of the staff. This includes, but is not limited to, receiving freight, storing, distributing, picking up and reallocating supplies and materials throughout the school division and outside facilities.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Work closely with the Director and Coordinator to ensure that the overall responsibilities and goals of the Distribution Center are accomplished and aligned with the school division.
- Respond to schools and departments requesting services.
- Train, schedule and prioritize work assignments of staff to maximize efficiency of deliveries, pick-ups and utilization of the Distribution Center.
- Purchase, distribute, and maintain the stock of light bulbs used throughout the school division.
- Purchase, distribute, and maintain material handling supplies and equipment.
- Create and maintain an inventory of furniture being salvaged from schools for repurposing.
- Oversight of the vehicle fleet, and proper assignment for the daily workload.
- Communicate with other departments, vendors and the general public visiting or utilizing the Distribution Center.
- Ensure that accurate, detailed records are created and maintained for all aspects of the operation to include, the work order management system, inventories, receipts, delivery records, vendor payments, vehicle and equipment related documents, etc.
- Maintain a clean and orderly Distribution Center with special attention to safety, security, and efficiency.
- Maintain four interdepartmental mail routes and adjust as needed.
- May assume the duties of the Coordinator of Distribution Services, if absent.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern warehouse and inventory practices; thorough knowledge of the scope of instructional materials and supplies needed to support the school division's operations; ability to prepare and maintain accurate records; ability to plan and supervise the work of others; ability to establish and maintain good working relationships with associates, vendors and the general public.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Five years' experience in warehousing, receiving and distribution procedures.

Possession of a valid driver's license.

Commercial Driver's License (CDL) with an airbrake endorsement must be obtained within 90 days of employment, if not obtained within 90 days of employment, contract will be terminated.

Preferred:

Airbrakes endorsement on CDL

Forklift Operator's Certification.

Defensive Driving Certificate.

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. . Physical capability to effectively use and operate various items of warehouse and office equipment, such as, but not limited to forklifts, hand trucks, pallet jack, box truck, personal computer, calculator, copier, and fax machine. Frequent sitting, walking, standing, grasping, fingering, repetitive motion, reaching, and driving. Occasional bending, stooping, balancing, crouching, and climbing. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 lbs. frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 4/17, 7/20
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