

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

WAREHOUSE FOREMAN

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years of verifiable experience in warehousing or related experience.
- (3) Commercial Driver's License required.
- (4) Demonstrated leadership capabilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to develop and maintain an orderly system of storing materials. Skill in scheduling work of those supervised. Basic knowledge of state and federal rules for storing and use of materials that could be potential hazards. Knowledge of inventory control procedures. Ability to use a computer and applicable software programs. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Supervisor of School Food Service

JOB GOAL

To ensure that the District's warehousing and distribution services are carried out efficiently, safely and cost-effectively and to ensure that supplies and equipment are available when needed.

SUPERVISES:

Warehouse Worker
Secretary II

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 09

WAREHOUSE FOREMAN (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Plan and direct the inventory and stock control program for equipment, food and supplies.
- * (2) Direct the distribution of equipment, food and supplies to all facilities within the District.
- * (3) Supervise the training of all department staff.
- * (4) Supervise the annual physical inventory.
- * (5) Maintain proper inventory levels through timely ordering of stock items.
- * (6) Solicit quotes and develop bid specifications for items stocked.
- * (7) Provide conformity to warehouse budgetary constraints.
- * (8) Maintain inventory records of all materials and equipment on a daily basis and submit inventory as requested and required.
- * (9) Maintain temperature and temperature logs for all refrigerated food items.
- * (10) Follow-up on written or oral work orders issued by the Director of Facilities.

Employee Qualities / Responsibilities

- * (11) Maintain high visibility within the facility and assist as needed.
- * (12) Provide for positive communication among staff and vendors alike.
- * (13) Model and maintain high ethical standards for self and employees.
- * (14) Coordinate the safety and inspection of the facility.
- * (15) Maintain attendance and proper dress rules as required.

System Support

- * (16) Assist District staff in evaluating products to determine and agree upon levels of quality for items stocked.
- * (17) Notify, promptly, Property Records Department of equipment items received in the warehouse.
- * (18) Maintain warehouse security, assigned vehicles and safeguard all stock items against fire, theft and damage.
- * (19) Notify the Purchasing and Food Service Departments when the minimum reorder point for stocked items has been reached.
- * (20) Notify the Director of Facilities of the status of warehouse work and any special problems encountered during the course of the work.
- * (21) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (22) Perform other duties as assigned.

*Essential Performance Responsibilities