

SUPERVISOR, WAREHOUSE SECTION

DEFINITION

Under general direction, to supervise the operation of the central district warehouse; to coordinate stock control and inventory systems; and to supervise the receiving, storing, issuing and delivery of all state textbooks, school publications, surplus furniture and a wide variety of school equipment, materials and supplies.

EXAMPLES OF DUTIES

Plans, organizes, directs and assists in the receiving, marking, storing, and issuing of school equipment and supplies; prepares master requisition for state textbooks each year and coordinates all such activities as representative of the district with State Department of Education; attends principals' meetings to explain textbook issue and distribution ratio procedures; supervises the receipt, recording and inspection of incoming warehouse items to ensure conformity with California Division of Industrial Safety orders and district purchase order specifications; reports shortages damages and other discrepancies to the Purchasing Services Department; supervises filling of stock requisitions, packaging, and scheduling of deliveries to schools and offices; determines storage space requirements, optimum stock quantities, and proper or improved methods of stock control and storage; supervises the receipt, assembling, storage and issuing of summer school materials, and furniture and equipment for new schools; directs the storage and sale of surplus and obsolete furniture, equipment and materials, including the sale of certain school publications; assists school administrators and district staff by obtaining specification information as requested; assists in the evaluation of quality of stores items as requested; gives instruction and training to warehouse employees for performance and procedural improvement; interviews and assists in the selection of warehouse personnel; makes frequent inspection of storeroom areas to check on cleanliness, conformity with fire laws, and condition of stores items including large amounts of surplus food commodities, arranges for storage of perishable food commodities at local cold storage locker plants as required; and performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Clerical and record-keeping procedures associated with the receipt, storage, issuance, and delivery of a variety of supplies and equipment;
Methods of proper and orderly storage, issuance, and transport of supplies and equipment;
Stock inventory procedures.

and

Ability to:

Establish, maintain, and modify, when necessary, a central storekeeping system;
Keep accurate and current records of storeroom transactions;
Keep the stock of storeroom supplies at appropriate levels;
Plan and direct the delivery of supplies and equipment;
Learn laws, rules and regulations governing the ordering, accounting and distribution of state textbooks;
Work cooperatively with persons contacted in the course of work.

and

SUPERVISOR, WAREHOUSE SECTION (Continued)

Experience:

Three years of responsible warehousing or storekeeping work.

and

Education:

Graduation from high school.

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