

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

09/03/2013	<b>LEAD INVENTORY AND WAREHOUSE WORKER</b>	2.7.5
Effective Date	Job Title	Index

### **PURPOSE**

To improve student achievement by directing the workflow of the Central Stores warehouse operations for continuous improvement in business efficiencies, assigning work, and performing duties related to shipping, receiving, inventory control, and the redistribution and recycling of surplus district assets. Will provide technical assistance, support, and reporting to management.

### **SUPERVISION RECEIVED AND EXERCISED**

Receive direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules, regulations, and supervisor. Work is reviewed periodically to assure compliance to standards and effectiveness which is measured mainly through the observance and evidence of desired results.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Leads warehouse personnel in the efficient and effective operation of a customer focused distribution operation.

Interprets and applies rules, policies, procedures, and regulations in reference to warehouse inventory, shipping and/or receiving.

Prepares and makes recommendations regarding new and revised procedures.

Develops plans and controls that are necessary for handling warehouse transactions to assure accuracy and integrity of customer orders and District assets.

Serves as a resource to and liaison for supervisor and other employees, vendors, and the general public.

Coordinates with Purchasing to maintain inventory specifications and stocking levels.

Conducts studies, research, & evaluations pertaining to administrative concerns, projects, and assigned area of responsibility.

Conducts studies, research, & evaluations with stakeholders pertaining to product specifications.

Compiles, analyzes, and evaluates data and prepares estimates, statements, specifications, and reports based on such data.

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Ensures that an active surplus asset inventory is compiled and properly maintained for redistribution.

Assures hazardous materials are stored in proper containers and are in compliance as required by policy or law.

Maintains a safe working environment including but not limited to the maintenance of equipment.

Leads Central Stores inventory cycle counts at least annually; evaluates and reports on all variances.

Assists in the evaluation of subordinate staff.

Performs related duties consistent with job description and assignment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Strategies for delivery of professional and personable customer service.

Pertinent District, state and federal rules, policies, procedures, and regulations.

Principles and practices of work organization and simplification.

Principles and practices of management, research, problem solving, and program evaluation.

Methods, practices, and terminology used in inventory control and material acquisition.

Modern office procedures and practices including written and computerized order processing.

#### **Ability to:**

Coordinate with peers and supervisors and exercise independent judgment including appropriate decision making concerning work methods and timelines to complete work assignments.

Develop and maintain procedural systems and controls on computerized and manual systems.

Analyze problems and develop and implement plans and procedures in accordance with the quality assurance model.

Evaluate and establish work priorities.

Coordinate and assist in evaluating the performance of employees.

Communicate effectively, both orally and in writing.

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Maintain cooperative relationships with all staff, vendors, and the general public.

Demonstrate delivery of professional and personable customer service in various formats to include but not limited to: written, in person, and by phone.

Demonstrate working knowledge and ability to effectively and efficiently use multiple computer software types simultaneously to include but not limited to Excel, Word, and Outlook

**EXPERIENCE AND TRAINING:**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

**Experience:**

Three years or more of progressively responsible experience in inventory management, supply distribution and administration, including some lead work responsibility.

**Training:**

Completion of the twelfth grade or equivalent GED supplemented by course work in business or a related field.

**Special Requirements:**

Acquire and maintain valid forklift certification card and Oregon Driver's License, and demonstrate safe practices in the operation of all vehicles.

**Work Environment:**

Office, warehouse, and production environments with ambient or climate controlled settings. Exposure to noise levels from minimal to loud intensity levels depending upon work locations.

Frequent contact through multiple avenues with district personnel and outside agencies and community.

**Physical Requirements:**

Frequent reaching, handling, walking, standing, handwork, fingering, talking, and hearing. Operate forklift safely, climb ladders, twisting, and bending. Operate District vehicles including but not limited to box vans and passenger vehicles – CDL not required. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintains concentration for extended periods. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity: occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices. Strength: Sedentary/Medium – must be able to lift up to 50 lbs. constantly or a negligible amount of force to frequently lift, carry, push, pull or move objects.

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Salem-Keizer School District is an equal opportunity employer.

Position: Lead Inventory and Warehouse Worker  
I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_