



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>WAREHOUSE/LOGISTICS SUPERVISOR</u>			
DEPARTMENT/SITE:	Business Services	SALARY SCHEDULE:	Supervisors'
		SALARY RANGE:	06
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Director of Purchasing and Logistics or assigned designee	FLSA:	Non-Exempt

BASIC FUNCTION:

Organize and direct warehouse operations and activities including the receipt, inspection, processing, storage, delivery, and distribution of various District supplies, materials, equipment, and food items; coordinate communications, deliveries, inventory, safety and sanitation functions, and personnel to meet District warehouse and delivery needs; train and evaluate the performance of assigned personnel. The incumbent in this classification assists in supporting students by supervising the department to ensure food, supplies, and equipment are accessible and distributed in a timely fashion, which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Organize and direct warehouse operations and activities, for pre-scheduled and unscheduled events, including the receipt, inspection, processing, storage, delivery, and distribution of various District supplies, materials, equipment, and food items; coordinate activities to ensure items, supplies, and equipment are delivered and picked up in a timely and proper manner; ensure compliance with established standards, policies, and procedures.

Coordinate communications, deliveries, inventory, safety and sanitation functions, and personnel to meet warehouse and delivery needs; confer with District, warehouse, and school site staff regarding deliveries, priorities, orders, schedules, asset inventory and transfers, food operations, and warehouse and delivery needs and issues; coordinate, arrange, and adjust delivery routes and schedules.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; develop staff schedules, assign duties, and review work to ensure compliance with established standards and procedures; explain and ensure employee understanding of safety and sanitation guidelines and procedures.

Supervise and participate in receiving, unloading, and inspecting shipments for damage and conformity to purchase order specifications and packing slips; review shipments for accuracy, including quality and quantity; identify and ensure timely resolution of shortages, damaged goods, or other problems and discrepancies.

Work with Child Nutrition in coordinating inventory, warehouse operations, and deliveries to meet District food service needs; organize and direct the placement of food items in racks, refrigerators and

freezers; organize, direct, and monitor personnel and activities; ensure proper temperature, storage, and transport of food items; ensure proper rotation of perishable and nonperishable inventory.

Supervise and participate in receiving, processing, filling, and issuing stock in response to orders, requests, and requisitions; supervise and participate in preparing and loading trucks with appropriate items for delivery; pull, pack, sort, and ship items or supplies to various District locations; coordinate and monitor activities to ensure deliveries comply with quantity and product specifications.

Organize and direct the driving of vehicles to school sites, offices, and other District locations to pick-up, deliver, and distribute food, supplies, furniture, equipment, books, media, documents, materials, and other items as needed; supervise the pick-up, processing, and distribution of mail, deposits, and packages according to established procedures as needed.

Oversee and participate in the shelving, organization, and storage of items received in the warehouse; coordinate the allocation and ensure optimal utilization of warehouse space; supervise inventory and stock control functions for warehouse equipment and supplies; monitor and maintain inventory of supplies and materials; coordinate, oversee, and conduct regular and periodic inventories.

Coordinate and monitor warehouse operations, food handling functions, and deliveries to ensure compliance with established safety and sanitation standards, guidelines, and regulations; implement safety standards; evaluate safety and sanitation systems, hazards, standards, and procedures; modify standards, guidelines, policies, and procedures as appropriate.

Oversee and participate in maintaining the warehouse in a clean, orderly, and safe condition; open and close warehouse facilities; turn lights and equipment on and off; lock and unlock doors, gates, and cabinets; set and deactivate alarms; ensure security of warehouse facilities, stock, and equipment; ensure adequate equipment and staff to meet warehouse needs.

Coordinate the processing, inventory, and transfer of District fixed assets; supervise the circulation, tracking and distribution of furniture and equipment; organize and direct the receipt, identification, processing, and inventory control of general fixed assets and furniture for the District; supervise and participate in preparing, assigning, and affixing identification and barcode labels to fixed assets.

Supervise and participate in preparing and maintaining various records, logs, reports, and files related to orders, deliveries, warehouse operations, purchasing, personnel, requisitions, inventory, and assigned activities; develop and maintain record-keeping systems; process, verify, and evaluate a variety of warehouse and purchasing forms and paperwork; review and approve requisitions.

Oversee and participate in the input and updating of a variety of data and information related to warehouse operations in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, and generate computerized reports and documents.

Communicate with District personnel, administrators, and various outside agencies to exchange information, coordinate activities, and resolve issues and concerns; compose, distribute, and respond to a variety of correspondence.

Utilize a variety of warehouse equipment such as a forklift, pallet jack, hand truck, delivery vehicle, two-way radio, and postage meter; operate standard office equipment including a copier, fax machine, computer, and assigned software.

Coordinate and oversee the sale, recycling, and disposal of District property as needed; participate in loss control functions.

Attend and participate in various meetings as assigned; present information and materials regarding warehouse and related purchasing, inventory and safety issues, needs, and activities.

Drive a vehicle to various District sites to deliver and distribute various District supplies, materials, and equipment as needed.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Organization and direction of warehouse operations, including the receipt, inspection, processing, storage, delivery, and distribution of various supplies, materials, equipment, and food items.

Warehouse organization, operations, policies, objectives, practices, techniques, procedures, equipment, and terminology.

Use and terminology of requisitions, purchase orders, packing slips, and other warehouse documents.

Food safety and sanitation standards, guidelines, and regulations.

Proper loading and unloading of trucks.

Operation of a truck, forklift, pallet jack, and other warehouse equipment.

Proper storage methods, space utilization, and inventory techniques.

Principles and practices of supervision and training.

Operation of standard office equipment, including a computer and assigned software.

Interpersonal skills using tact, patience, and courtesy.

Proper lifting techniques.

Basic math, including calculations using fractions, percentages, and/or ratios.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Health and safety regulations.

ABILITY TO:

Organize and direct warehouse operations and activities, including the receipt, inspection, processing, storage, delivery, and distribution of various District supplies, materials, equipment, and food items.

Coordinate communications, deliveries, inventory, safety and sanitation functions, and personnel to meet District warehouse and delivery needs.

Train and evaluate the performance of assigned personnel.

Supervise and participate in receiving, unloading, and inspecting shipments.

Oversee and participate in shelving, storing, and preparing supplies and equipment for delivery.

Coordinate and monitor warehouse operations, food handling functions, and deliveries to maintain compliance with established safety and sanitation standards, guidelines, and regulations.

Organize and direct the loading and unloading of shipments of materials, supplies, and food items.

Operate a forklift, pallet jack, and other warehouse equipment.

Coordinate and arrange delivery schedules and activities with school site personnel.

Utilize space efficiently and effectively.

Meet schedules and timelines.

Operate a computer and assigned software.

Type or input data at an acceptable rate of speed.

Coordinate the processing, inventory, and transfer of District fixed assets.

Observe health and safety regulations.
Work effectively, both independently and as a member of a team.
Plan and organize work.
Communicate effectively, both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Compose a variety of documents.
Consider a variety of factors when using equipment.
Read and process a variety of manuals and create documents following prescribed formats.
Interview, select, train, supervise, and evaluate the performance of assigned personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and four (4) years of increasingly responsible warehouse experience, including one (1) year in a lead capacity and work in the storage, transport, and delivery of food items.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California Driver's License and ability to qualify and maintain qualification for District vehicle insurance coverage.
A current Department of Motor Vehicles driving record of traffic and accident involvement (H6 report) must be submitted at the time of application and updated annually.
Valid Forklift Certification.
Valid Food Handlers Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust, and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment, a computer keyboard, and other office equipment.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read and perform primary functions of classification and view computer screens.
Walking, sitting, or standing for extended periods of time.
The majority of work is light to medium and may require routinely lifting or moving up to 50 pounds and occasionally lifting and/or moving up to 100 pounds with the use of hand trucks or other equipment.
Reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies.
Bending at the waist, kneeling, and crouching.
Heavy physical labor.
Operate vehicle to conduct work.
Climbing ladders, use of heavy equipment (e.g., forklift and reach truck).

HAZARDS:

Regular exposure to working near moving mechanical machinery, poor ventilation, fumes, odors, loud noises, and vibrations.

Working from heights.

Traffic hazards

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 9/92

Revised: 3/93; 8/98; 3/06; 10/10 (Ewing)

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025