



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Warehouse Supervisor	Location:	Warehouse
Reports To:	Director of Business Services	Supervises:	Warehouse personnel
Classification:	Support	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	12 months	Salary:	see lhusd.org website

Education and Experience Requirements

- High school diploma or equivalent. One-year experience in warehouse or stock clerical work is recommended.

Certificates and Licensure Requirements

- Valid Arizona Driver's License; with good driving record
- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- The Warehouse Supervisor shall be under the general direction of the Director of Business Services. This position shall involve planning, organizing, and supervising a central warehousing and distribution system. Duties involve receiving, storing and issuing supplies, equipment and materials. The Warehouse Supervisor may also be required to write specifications for supply items to be purchased by the district.

Qualifications

- Must be able to train people for delivery and office assistant in warehouse positions and may have to serve as back-up for those positions when primary is absent, or position is open.
- Demonstrated typing skills.
- Computer literacy
- Ability to work effectively without direct supervision.
- Ability to communicate effectively, orally and in writing.
- Shall be able to exhibit a physical competency in handling light lifting and other strenuous activities associated with this position.
- Effective oral, written, and electronic communication skills to ensure the smooth operation of the technology department.
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.



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Responsibilities and Requirements

- Determines and/or makes recommendations to Director of Business Services as to what items shall be available from the district warehouse.
- Maintains an adequate stock of these items in the warehouse to meet demand.
- Revises District supply catalog as necessary
- Packs, fills orders, and loads on delivery truck a variety of warehouse items.
- Maintain familiarity with proper procurement procedures for Arizona schools.
- Schedule, assign, and participate in routine and special deliveries of supplies, mail, materials, equipment, and furniture. Deliveries may be from the warehouse to a school or from one school to another.
- Supervise and participate in the receiving of supplies and equipment.
- Supervise and participate in the inspection of shipments for damage and conformity to purchase order specifications and packing lists.
- Contact vendors regarding shortages, damaged goods, and other discrepancies.
- Acquire material safety data sheets (when available) for items received and forward sheets to persons using products. Also keep district's master file of material safety data sheets.
- Report status of items received to accounts payable.
- Maintains space for and stores school records, textbooks and other items as requested by District administrators.
- Sorts interschool mail received by the District Office and meters and posts all U. S. mail.
- Arranges for shipment via common carrier as required.
- Maintains warehouse in a clean and orderly fashion.
- Record serial numbers from and apply District inventory tags to newly purchased equipment as it arrives at the warehouse per district policy.
- Organize and assist in annual warehouse inventory. May be required to assist in inventories of other departments.
- Maintain records and prepare reports.
- Responsible for performing those duties which protect the health and safety of students and employees.
- Operate a district vehicle and a variety of warehouse equipment including forklifts, pallet jacks, dollies, and postage meter.
- Be available to assist other district staff with various tasks as necessary.
- Perform other duties when assigned by the Director of Business Services.

Physical Demands and Work Environment

- Physical Effort
- Bend, stoop, reach, stand, walk, lift, pull, push, climb, grasp, and use repetitive motions.
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 50 pounds.
- Operates equipment such as forklifts.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.