

POSITION DESCRIPTION

TITLE:	Head of Warehouse	SUPERVISOR:	Director of Buildings and Grounds
DEPARTMENT:	Buildings and Grounds	CLASSIFICATION:	Buildings and Grounds Bargaining Unit

I. Accountability Objectives:

The Head of Warehouse is responsible for operating the District Warehouse, maintaining sufficient inventories, and distribution to all District facilities under the supervision of the Director of Buildings and Grounds. The position provides services and coordinates activities with other buildings/departments, which ensure efficient operation of the District Warehouse.

II. Position Characteristics:

Salary: On Schedule
Length of Contract: 12 Months
Work Day: 8 hour shift as assigned

III. Position Relationships:

Reports to: Director of Buildings and Grounds
Coordinates with: Purchasing Manager, building principals, department supervisors, and staff

IV. Position Qualifications:

A. Required Qualifications:

1. High School diploma or equivalent
2. Computer skills(one of three listed below)
 - a. Successful completion of District Basic Computer Course
 - b. Demonstrated comparable computer skills
3. Commercial Drivers License with proper endorsements
4. Experience or training in boiler operations including summer maintenance

B. Desired Qualifications:

1. Ability to input orders and reports using computer equipment
2. Ability to utilize computerized ordering and inventory
3. Basic knowledge of mathematics, product accounting, and inventory process

C. Special Requirements:

1. Ability to utilize computer software programs such as the United Parcel Service package tracking system and the Districts BI-TECH automated accounting software system
2. Ability to drive truck for extended period of time
3. Ability to effectively sort, stock and handle supplies
4. Strong ability to relate to staff at all levels
5. Ability to work under indirect supervision

D. Environmental/Physical Requirements:

1. Requires standing and walking on hard surfaces
2. Requires work in the presence of mechanical, vehicle, and equipment noise
3. Requires routine lifting of up to 75 pounds
4. Requires adapting to rapid changes in temperature

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V. Position Responsibilities:

- A. Receives, checks quality/damage, counts, and shelves product received for the warehouse function.
- B. Coordinates cycle counting of warehouse inventory.
- C. Shares in soliciting bids/quotations for various warehouse and custodial items.
- D. Implements warehouse policy and practices on safety and security.
- E. Loads and unloads trucks. Delivers warehouse supplies to schools as needed.
- F. Picks up and delivers interschool mail and equipment when necessary.
- G. Operates forklift. Maintains proper operator certification.
- H. Receives, sends, tracks, and delivers all United Parcel Service Packages daily.
- I. Performs daily lock-up and security check of Service Center.
- J. Performs District snowplowing, when necessary.
- K. Performs routine preventative maintenance/repairs on Service Center systems.
- L. Repairs District custodial equipment as needed.
- M. Cleans warehouse and adjacent areas.
- N. Organizes and maintains District auction site.
- O. Performs other duties, as the flexible nature of the position requires.

*Eau Claire Area School District
500 Main Street, Eau Claire, Wisconsin 54701
(715) 852-3000 Fax (715) 852-3004*

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