

## Jordan School District

**EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION**

Job Title: **Warehouse Lead (W69)** Job Family: 12  
 Department: Central Warehouse Lane Placement: **9**  
 Supervisor's Title: Director of Purchasing/Warehouse Distribution Coord. Contract: 242 Days  
 FLSA Classification: Non-Exempt Hours per Day: 8  
 Original date: 09/06 Revised: 07/15 Revised: 01/18 Revised: 09/22 Revised: 07/24

**GENERAL FUNCTION**

Under the supervision of the Director of Purchasing and Warehouse Distribution Coordinator, the **Warehouse Lead** is responsible for assisting with the day to day operations of the Jordan School District warehouse areas which include custodial and school supplies, nutrition services, facility service trades, and surplus. Coordinates the districtwide deliveries of food, stockroom, custodial and surplus supplies. Assists with the selection and performance evaluations of warehouse personnel and fixed assets staff. Will perform the duties of the warehouse distribution coordinator if absent.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Maintain the continuity of the warehouse operations in the absence of the warehouse distribution coordinator.
- Supervise the delivery of food, stockroom, custodial and surplus supplies to all district locations. Schedule deliveries, pick-ups, transfers and assist in the accuracy of all shipping and receiving.
- Assist in the selection of warehouse personnel. Evaluate employee performance and is an authorized evaluator under the Jordan Classified Evaluation System.
- Create purchase orders as directed. Assist with ordering of inventory items and supervise warehouse personnel in the annual inventory to ensure an accurate inventory count.
- Assist the coordinator in all facility inspections (e.g. Board of Health, OSHA, fire department).
- Assist with and participate in record keeping, inventory security, delivery scheduling and inventory controls.
- May be assigned to approve employee payroll submissions and conduct employee training.
- Responsible for forklift certification of all required personnel in accordance with OSHA.
- Ensure all powered equipment is maintained in safe and proper working condition and that all operators are following the rules and regulations.
- Assist in overseeing the fleet of trucks and vans. Schedule regular maintenance and daily inspections on all warehouse delivery trucks, forklifts and pallet jacks. Maintain appropriate records and recommend repairs as needed.
- Coordinate with the director as to the disposition of District surplus property transferred to the surplus warehouse to include: salvage bin management, recycling procedures, value assessment, public weekly surplus sales, records salvage sales, reassignment of surplus equipment to schools, and preparation of a monthly surplus sales and cash analysis report.
- Provide training in proper warehouse/delivery procedures and safety practices.
- On-call duties required. May be called to respond to all warehouse facilities emergencies.
- Interact positively with administrators, school and District staff, vendors and other stakeholders. Resolve delivery problems as needed.
- Complete all duties in the warehouse delivery worker and senior job descriptions as needed.
- This position requires punctual and regular daily attendance at assigned location.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires five years job related work experience with demonstrated competence.
- Requires one year of training in use of computer, office machines, word processing, and record keeping. Skyward experience preferred.
- Requires one year of successful supervisory experience.
- Requires a class B CDL with airbrake certification and OSHA forklift/pallet jack certification. Requires HAACP certification for handling food.
- Requires strong leadership, interpersonal, planning, organization and scheduling skills.
- Requires ability to assess a variety of situations and make appropriate decisions.
- Knowledge of all driving rules and safety procedures required by law.
- Requires strong reading and math skills and legible handwriting.
- Must be conscious of accuracy in all aspects of work.
- Ability to organize loading of trucks and choosing routes that are timely and safe.
- Ability to safely operate a variety of warehouse equipment.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires knowledge of safety procedures (e.g. Safety Data Sheets, OSHA, etc.)

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

### **Machines, Tools & Equipment Used:**

- Requires ability to operate a large truck with hydraulic lift gate, pallet jack (electric or manual), forklift, stand-up isle fork lift or other warehouse equipment.

### **Physical Requirements – Not limited to the following:**

- Frequent, continuous sitting, standing and walking.
- Frequent push/pull up to 100 pounds, gripping up to 80 pounds and floor to shoulder lifting up to 67 pounds. Occasional repetitive lifting up to 50 pounds, awkward lift up to 67 pounds, single handle bucket carry up to 50 pounds and floor to waist lifting while stooping up to 50 pounds.
- Occasional working in awkward positions, sitting, climbing, hearing, peripheral vision, depth perception (occasional)
- May be required to work in extreme heat/cold and be exposed to various chemicals.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.**