

Position: Warehousing/Distribution Coordinator	Salary Range: 25
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**Summary**

Performs a variety of work in the operation and maintenance of the District's central warehouse, including all duties related to mail delivery.

**Distinguishing Characteristics**

This requires a working knowledge of warehouse logistics and inventory control and the ability to plan and lead work activities.

**Essential Duties and Responsibilities**

- Establishes schedules and methods for providing optimum efficiency of warehouse services. Implements policies and procedures.
- Inspects shipments of materials, equipment and supplies received in order to ensure compliance with purchase order specifications. Identifies and reports shortages, damages and other discrepancies.
- Oversees the storekeeping of goods, materials, supplies and equipment. Coordinates and participates in the annual warehouse inventory. Observes and enforces fire prevention and related safety rules and standards.
- Plans, schedules and assigns routine and special deliveries of supplies, materials, equipment and mail.
- Analyzes space usage for maximum utilization. Confers with other staff as needed to determine storage space requirements and optimum stock quantities.
- Operates warehouse equipment and vehicles including trucks, forklifts and pallet jacks.
- Prepares various reports on warehouse operations and activities.
- Researches custodial products, compares costs, and negotiates prices for custodial supplies.
- Communicates effectively with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

## **Qualifications**

### **▪ Knowledge and Skills**

Requires thorough knowledge of the principles and practices of the operations, services and activities of the central warehouse. Requires considerable knowledge of the materials, equipment and supplies used in District operations. Requires a thorough understanding of warehouse record keeping techniques including appropriate computerized programs. Requires an in-depth knowledge of District facilities and District operations, goals and objectives. Must have strong leadership skills. Requires a strong understanding of the principles of report writing and record keeping. Must have sufficient communication skills to project a positive image and convey basic information to customers.

### **▪ Abilities**

Requires the ability to schedule and lead the work of warehouse workers in a manner conducive to proficient performance. Requires the ability to plan, prioritize, and lead work in order to meet yearly schedules, safety regulations, and timelines. Must be able to write and maintain records according to District standards. Must be able to write reports and related correspondence. Position requires sufficient communication skills in order to interact on both a formal and informal basis with warehouse staff, customers, and vendors.

### **▪ Physical Abilities**

Requires the ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of 10 – 50 pounds on a sustained basis. May stoop, kneel and crouch. Requires leg and foot dexterity to operate vehicle gas, brakes and clutch while driving. Requires sufficient hand-eye coordination, arm hand dexterity and visual acuity including depth perception to drive delivery vehicle and read numbers and words. Requires the ability to operate a hand truck and commercial forklift.

### **▪ Education and Experience**

High School diploma or equivalent required. Minimum of 3 years of progressively responsible experience performing a variety of warehouse related duties including but not limited to order fulfillment, inventory control and analysis, order entry , and inventory accounting/identification.

### **▪ Licenses and Certificates**

Requires a valid California driver's license and a forklift operator's certificate.