

JOB DESCRIPTION

JOB TITLE: Warehouse Coordinator

Report Identification Code: edmwhc

Job Purpose Statement: The job of "Warehouse Coordinator" is done for the purpose of planning and organizing the departments' workload, ensuring work is performed accurately, on time and in accordance with established procedures; maintaining required inventory levels; ensuring correct specifications, quantity and quality of orders; verifying warehouse stock and identifying losses; maintaining an organized warehouse layout; ensuring completion of assignments and delivering supply orders to schools in an accurate and timely manner; supervising and providing direction to warehouse staff. **Essential Job Functions:**

- * **Assists** business office staff for the purpose of maintaining a prompt paper flow for accountability and payment of accounts/claims.
- * **Cleans** warehouse for the purpose of maintaining an organized layout and safe work environment.
- * **Conducts** physical inventory count for the purpose of verifying warehouse stock counts and identifying losses.
- * **Maintains** storage of physical records for the purpose of meeting legal responsibility for records retention.
- * **Monitors** inventory stock levels and notifies departments when re-orders are needed for the purpose of ensuring adequate stock levels.
- * **Orders/stocks** warehouse supplies/materials and food items for the purpose of maintaining adequate inventory levels and ensuring availability for district use.
- * **Coordinates** and communicates with departmental supervisors as needed to ensure orders, delivery of supplies and inventory are meeting district needs.
- * **Prepares** written documentation for the purpose of providing written support and/or conveying information.
- * **Receives** all freight shipments to ensure correct and accurate specifications, quantity and quality of purchases.
- * **Records/tags** fixed asset items for the purpose of maintaining accurate records and ensuring accountability of resources.
- * **Schedules** delivery of stock and non-stock items for the purpose of ensuring prompt delivery of supplies, equipment and materials.
- * **Operates** fork lifts for the purpose of moving materials and supplies.
- * **Monitors** freezer temperatures to comply with safe food storage standards.
- * **Provides** direction, supervises, evaluates, counsels and disciplines warehouse staff and performs emergency deliveries as needed.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities; provides back-up coverage for the delivery driver as needed.
- * **Attends** meetings/trainings as requested and/or needed for the purpose of gathering and/or conveying information required to perform job functions.

Job Requirements - Qualifications:

- * **Experience Required:** Job-related experience with increasing levels of responsibility.

* **Skills, Knowledge and/or Abilities Required:**

Skills to: operate material handling equipment and tools, including forklifts; perform basic arithmetic calculations to calculate quantities of items; operate standard office equipment including pertinent computer applications; use English in both written and verbal form to communicate effectively with staff, delivery drivers and the public; and plan and manage projects.

Knowledge of: methods of receiving, storage, delivery of materials and perishable food; methods of materials and perishable food handling; supervisory principles and practices; and standard office procedures.

Abilities to: understand and carry out oral and written instructions; maintain accurate records; organize and maintain warehouse space; perform specialized, technical tasks; work accurately and with minimal supervision; interact with persons of different age groups and cultural/educational backgrounds; adhere to safe work practices; adjust to flexible work assignments; work cooperatively with others; work under time constraints; supervise, evaluate, train and direct warehouse staff; make/implement common sense decisions; and meet deadlines and schedules; able to work in confined areas.

Significant physical abilities include sitting/standing/walking for prolonged periods, frequently lifting up to 50 pounds, carrying/pushing/pulling, climbing/balancing/stooping/crouching, reaching/handling, talking/hearing conversations and other sounds, near/far visual acuity/visual accommodation/depth perception/field of vision.

* **Education Required:** High school diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability; certified as a fork-lift operator or ability to become certified within a reasonable period of time after hire; may be subject to DOT physical and drug/alcohol testing clearance.

Desired Qualifications:

* Possession of a Class B Commercial Driver's License (CDL) without an airbrake restriction.