



Job Title: **Warehouse Crew Lead**

Department: **Purchasing/Central Warehouse**

Supervisor: **Warehouse Manager**

Lane Placement: **ESP Lane 8**

Schedule: **8 hrs / 242 days**      Evaluation Group: **JCES 13**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the Manager of Central Warehouse, the Warehouse Crew Lead will perform the necessary tasks for the daily operation of one of the distribution three warehouse functions: Nutritional Services (both fresh, frozen and dry goods), Commodities (Instructional as well as Custodial) and Surplus. Incumbent oversees shipping, receiving, distribution and monitors proper inventory levels in assigned warehouse. Incumbent oversees receipt and shipment of stock.

## **ESSENTIAL FUNCTIONS**

- Directs and supervises warehouse/delivery personnel in the warehousing, delivery, receiving and stocking of food, instructional and custodial supplies and other items.
- Assists with selection, supervision and training of warehouse workers including safety procedures.
- Assists warehouse manager with employee performance and verifies correctness of employee time cards. Records absence, overtime and maintains all other pertinent employee records.
- Opens warehouse daily, checks alarm, and prepares warehouse for daily operation.
- Maintains daily count on produce.
- Assists secretaries in placing orders and product control.
- Checks pick tickets when changing from USDA to purchased items – if assigned to food warehouse.
- Follows up with problem orders (e.g. damage and shortages).
- Ensures documentation accuracy.
- Checks with district purchasing personnel to ensure products meet District requirements.
- Fills orders for various schools, entering orders into computer.
- Assists loading items into vehicles and completes needed documentation.
- Participates in annual inventory.
- Monitors periodic preventive maintenance on trucks, equipment and facilities.
- Maintains a clean and safe working area.
- Maintains proper storage locations, labels products and oversees count of products stocked.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

## **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 employee assigned to this position.
- 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 machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High School diploma, GED, or equivalent.
- Requires six months training in use of computer, office machines, word processing, and record keeping.
- Requires two years job related work experience with demonstrated competence.
- Must demonstrate competence in reading, writing and math.
- Requires leadership and interpersonal skills. Interacts with vendors, principals, secretaries, custodians, lunch workers, and maintenance personnel.
- Requires ability to assess a variety of situations and make appropriate decisions.
- Requires planning, organizing, and scheduling skills. Determines work schedules and priorities and makes specific work assignments to warehouse personnel.
- Requires ability to operate a forklift, pallet jack (electric and manual), and delivery truck with CDL certification or ability to obtain within six (6) months of employment.
- Requires skill in filing, record keeping, computer entry and retrieval, and operation of office machines.

**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.**

**PHYSICAL REQUIREMENTS---Not limited to the following:**

- Physical exertion is required at times.
- Requires ability to lift minimum of 80 pounds.
- Some stress due to daily emergencies, deadlines, and interruptions in experienced.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, 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*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/9/2020