

Tupelo Public School District

	FLSA STATUS: Exempt Non-Exempt
JOB TITLE:	Warehouse Manager
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. High School Diploma 2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
REPORTS TO:	Director of Custodial and Warehousing Services Executive Director of O & M
JOB GOAL:	To safeguard the district’s investment in material through efficient and effective warehousing practices and assist in the operation that ensure full efficiency in the acquisition of educational supplies.

PERFORMANCE RESPONSIBILITIES:

1. Plans and directs a standardization program for equipment and supplies.
2. Plans and directs warehousing program for equipment and supplies.
3. Plans and directs the inventory and stock control program for equipment and supplies.
4. Evaluates the performance of assigned personnel and plans and provides in-service training experiences as required.
5. Directs the preparation of reports on the activities of the department.
6. Evaluates complaints received on equipment and supplies and takes appropriate action.
7. Unpack items received and inspects for damage or defects.
8. Verifies accuracy of shipment by counting, weighing or measuring items and comparing size, weight, description, and code numbers with information on invoice or packing slip and purchase order, records any discrepancies or damage.
9. Marks identifying information on items, posts quantity received on perpetual inventory cards.
10. Stores times according to established procedures.
11. Takes physical count periodically of stock on hand and verifies count with inventory control totals.
12. Requisitions additional supplies, as needed, from Purchasing Department.
13. Maintains storeroom in orderly manner.
14. Trains new assistants in receiving and issuing supplies and maintaining perpetual inventory.
15. Performs other duties as assigned by the supervisor.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, use hands and fingers to handle or feel objects, and talk and hear. In addition to sitting, the employee frequently must squat, stoop and kneel. The employee continuously uses hands to grasp items during the workday. The employee continuously walks in and out of buildings and warehouses through the workday. The employee must frequently lift, above shoulder height, 50 pounds or more repetitively during the workday. The employee must drive and maneuver forklift in and out of confined spaces. Sight is required in this position. Color vision is recommended in this position. Additionally, the employee must be able to read, comprehend and relay directions.

Employee must access upper floor that are not accessible by elevator throughout the workday.

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TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Approved By:		Date:	
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