



REVISED: 07/01/2019  
Submitted: 06/11/2019

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|------------------------|-----------------------|
| JOB TITLE:             | LEAD PERSON WAREHOUSE |
| DIVISION               | OPERATIONS SERVICES   |
| SALARY SCHEDULE/GRADE: | IB, GRADE 6           |
| WORK YEAR:             | 260 DAYS              |
| FLSA STATUS:           | NON-EXEMPT            |
| JOB CLASS CODE:        | 8842                  |
| BARGAINING UNIT:       | CLAE                  |

#### SCOPE OF RESPONSIBILITIES

Provides leadership and supervision to drivers and warehouse workers; insures efficient flow of materials to schools, office and maintenance units including mail, government food commodities, films, instructional materials and maintenance supplies, etc.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Processes computer reports, through the use of a computer data terminal, that are needed to fill, ship and maintain inventory of warehoused materials

Provides supervision and direction to warehouse personnel in filling, shipping, stocking and inventorying warehoused supplies and government food commodities

Assists in making driver and warehouse personnel assignments

Assists the materials information supervisor in training supply services personnel

Assists the materials information supervisor in processing and correcting any computerized information, and reports any variation of same in a timely manner

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) years supervisory experience in warehousing

Training in computerized inventory systems

Knowledge of CRT operation

Possesses valid driver's license

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Knowledge of computer programs and materials handling procedures

Previous experience in all phases of warehouse operations

Experience in a diverse workplace