

Union Public Schools Job Description

Position Title: Distribution Center & Warehouse Coordinator
Department: Purchasing
Reports To: Director of Purchasing & Supply Management

FLSA Designation: Exempt

SUMMARY: The distribution center coordinator is responsible for supervising distribution center staff and managing all aspects of the receiving, warehousing and the distribution of materials and equipment that move through and are stored in the facility. The coordinator is also responsible for managing, moving, and disposing of all surplus materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Supervises and evaluates all distribution and warehouse employees.
- Manages receiving of all materials and equipment, such as instructional, computer, medical, food, media, custodial, and all other learning material for classroom teachers, from UPS, RPS, FEDX, AIRBORNE, and all other trucking lines.
- Manages the receiving, storage and destruction of vital district records.
- Manages intra-District mail throughout the District and daily pick up of money at each site.
- Manages, protects and accurately maintains warehouse inventory stored within the distribution center using MUNIS and WEBSMARRT inventory systems.
- Cross checks and maintains digital purchasing data for the food warehouse.
- Oversees Back Pack Food deliveries for elementary sites.
- Manages the distribution of all materials and equipment received and/or store in the distribution center.
- Manages the disposal of all materials and equipment, including the online sale of surplus.
- Manages and organizes the recycle and disposal of all electronics and technology related materials and equipment.
- Manages the completion of work orders in a timely manner.
- Supervises the movement of materials and equipment necessary for special events, programs and redistribution of personnel from site to site.
- Maintains permanent paper records.
- Maintains the proper maintenance of equipment.
- Troubleshoots malfunctions of warehouse equipment.
- Performs minor repairs of warehouse equipment.
- Organizes, receives quotes and processes necessary requisitions and schedules major repairs of warehouse equipment with outside vendors.
- Ensures that weekly inspections of equipment and vehicles are done consistently and timely, and reports any defective equipment to transportation and/or operations.
- Approves payroll time and leave requests for all employees at the distribution center. .
- Assists administrators, faculty, PTA, and education foundation in special project moves.
- Manages and maintains a daily log of deliveries, work orders and daily work and complies such in an annual report to his/her supervisor.
- Assist employees with deliveries and work orders when personnel and/or circumstances require additional assistance.

- Acquire and maintain forklift certification and operate forklift as needed.
- Oversees and facilitates safety training for Distribution Center employees.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises all distribution center personnel.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High School diploma or general education degree (GED) required, Bachelor's degree in supply chain management or business preferred, and at least two (2) years related experience and/or training; or equivalent combination of education or experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license with good driving record. Required state and local license. Forklift certification.

LANGUAGE SKILLS: Ability to read and interpret documents including safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small group of employees or organizations.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

TECHNOLOGY SKILLS: Must have a strong working knowledge and skill in the use of computer programs including, but not limited to, Microsoft Excel, Microsoft Word, Microsoft Outlook, and use of mainframe or cloud-based enterprise systems.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to pass District written and physical exams. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk; use

hands and fingers to handle, or to feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee frequently uses hand strength to grasp tools and climbs on ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 75 pounds. Occasionally the employee will lift and/or move up to 100 pounds. The employee will sometimes push/pull items such as, but not limited to, tables, scaffolds, furniture, bleachers, scrubbing machines, buffers, and cabinets. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works both indoors and outdoors and under adverse weather conditions at times. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust.

The noise level in the work environment is usually moderate to loud.