

Union Public Schools Job Description

Position Title: Warehouse Foreman
Department: Operations
Reports To: Director of Facility Services

FLSA Designation: Non-exempt

SUMMARY: Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records. Processes all UPS Packages and other truck shipments.

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

- Oversees the shipment and receiving of all (goods) 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.
- Maintains computerized log for purchase orders received.
- Oversees all United States Postal Mail and inter-District mail throughout the District.
- Manages the daily pick up of money and delivery to the bank (activity and cafeteria).
- Supervises payroll check disbursement for all employees twice monthly.
- Oversees that all pilling of warehouse supplies for delivery is done correctly.
- Supervises the check in and delivery of state adopted books.
- Maintains an adequate inventory of instructional, computer, medical, and all District forms.
- Manages the completion of work orders in a timely manner.
- Maintains all District cumulative records and grade books.
- Maintains the proper maintenance of equipment.
- In charge of yearly evaluations of warehouse staff.
- Maintains inventory control with (TMA) Total Maintenance Authority.
- Oversees Extended Day snack deliveries for elementary sites.
- Makes sure that all time cards and time sheets are to their respective place twice monthly.
- Advocates the Warehouse Department as an integral part of the educational process in the District.
- Prepares a cost analysis of leftover inventory for auditors on a yearly basis.
- Assists administrators, faculty, PTA, and education foundation for storage of merchandise.
- Oversees the tagging of equipment for fixed assets.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the warehouse 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) and one to three months 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.

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.

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.