

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Warehouseperson III	
<i>Supervisor:</i> Nutrition Services Director	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 11

Job Summary

Responsibilities include the operation of the nutrition services central receiving point; districtwide distribution of items such as nutrition service meals, supplies, materials and correspondence; management of the nutrition services stock control levels; and maintenance of warehouse equipment and vehicles. Oversees the warehouse staff in the performance of the same.

Essential Job Functions

Ensures staff performs all necessary tasks in an efficient and safe manner. Provides immediate training/corrections.

Assists with employee evaluations and provides recommendations for improving performance and setting goals.

Consolidates and monitors time sheets for payroll processing.

Trains warehouse staff in general operating procedures.

Coordinates orders and return of materials with vendors.

Coordinates delivery of orders to school kitchens.

Data management in inventory software program; keep warehouse staff trained on process in software program.

Oversees and coordinates work assignments and schedules for warehousepersons, acting in lead capacity.

Works cooperatively with the central kitchen coordinator, department administration, and office staff.

Inspects supplies received against the appropriate order ensuring the correct quantity and condition of supplies have been received and processes the receipt online; prepares receiving reports and school delivery reports; maintains required receipt and delivery files.

Stores stock in the correct warehouse location, assigning appropriate locations to new stock items to maximize available warehouse space, item compatibility, other safety requirements, and forecasted activity of the item.

Uses department computer system to create orders, receive orders, update stock levels, locations, usage and perform/record inventories.

Conducts warehouse physical inventories.

Ensures cleanliness and orderliness of warehouse area that meets State of Alaska DEC and US Department of Agriculture storage and sanitation standards.

Provides professional and courteous customer service.

Unloads delivery trailers and vehicles quickly, efficiently, and safely, using correct material handling equipment and techniques.

Operates a variety of wheeled vehicles up to a 2-ton enclosed van.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Delivery vehicles, hydraulic lift gates, forklifts, hand trucks, pallet jacks, a wide variety of dollies, atlas bars, calculator, and personal computer, general office equipment.

Independent Decisions

Independent decision-making expected; verifies course of action with the nutrition services director as needed.

Primary Working Contacts

Works cooperatively with nutrition services staff, building administration and warehouse staff in a problem solving capacity. Occasional contact with teachers and administrators. Regular contact with delivery persons and vendors.

Responsibility for Cash, Equipment, Safety

Ensures trucks and equipment are properly maintained and operated in a safe manner. Ensures inventory is handled, stored, and shipped in an appropriate manner.

Supervision Received and Exercised

Oversees and coordinates work assignments and schedules for warehouse staff and arrange for substitutes. Acting in a lead capacity, may provide input for staff evaluations. Receives instruction orally and in writing from nutrition services administration.

Unusual Working Conditions

Hazardous driving under arctic conditions. Required to move, load, and unload extremely heavy items that may present a significant hazard to the employee if improperly handled. Required to operate equipment inherently dangerous (hydraulic lift gates, forklifts, atlas bar).

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires visual acuity to operate equipment and read technical and safety information. The employee is regularly required to reach with his/her hands and arms and Must be able to lift a 60 lb. container of material from floor to chest level without injury. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive

skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. Must have experience in supervising employees.
3. Two (2) years warehouse experience to include inventory management software program and the safe operation and maintenance of vehicles and equipment associated with warehouse tasks.
4. Requires a high degree of knowledge of shipping and receiving procedures, distribution, material storage operations, and inventory management.
5. Strong knowledge of Microsoft Windows Operating Systems software and programs.
6. Must possess strong mathematics skills in English.
7. Must demonstrate strong interpersonal skills to work successfully as a member of a diverse team.
8. Strong skills required in the use of warehouse inventory management software.
9. Excellent communication skills required to train staff in inventory management.
10. Must also have the ability to communicate with diverse groups and positively represent the department.
11. Work within a team, and follow standardized practices and/or method.
12. Work with detailed information/data and maintain strict confidentiality of written and oral information and records.
13. Interact with co-workers in a courteous, tactful and professional manner, sometimes in stressful and busy situations.
14. Meet deadlines and schedules, set priorities, and organize one's own workload effectively, efficiently and independently.
15. Communicate effectively through speech and written documentation.
16. Must have or be able to pass food worker card exam within 30 days after hire and maintain certification.
17. State of Alaska driver's license and proof of current insurance record.

The following is preferred:

1. Associate's degree in business management or relevant field.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

It is a condition of employment that the selected applicant become a member of the Education Support Staff Association (ESSA), or pay a professional service fee.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.