

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: WAREHOUSE/RECEIVING LEAD PERSON

REPORTS TO: Purchasing Manager

RESPONSIBILITIES:

1. Plan and coordinate receiving, storage, shipping, and delivery of materials.
2. Oversee material inspection of received goods.
3. Coordinate the work of material handling personnel, i.e., warehouse and driver/delivery workers.
4. Maintain accounts and reconciliation of physical inventories.
5. Organize warehouse layouts and locator systems for all warehouse locations.
6. Submit regular reports and inventory records as directed.
7. Load and unload equipment, supplies, and foodstuffs; operate material handling equipment and packing equipment.
8. Receive freight.
9. Reconcile stock received with purchase orders, packing slips, etc. Refer any discrepancies to purchasing department.
10. Repack goods for return shipments as directed.
11. Oversee the delivery of inter-district mail, audio visual materials, and stock orders as directed.
12. Conduct regular inventories of food supply warehouse; develop food supply inventory reports for food service manager and/or purchasing.
13. Process orders for warehouse stock; maintain accurate inventory control records and adequate stock supplies.
14. Plan, coordinate, and process the District's annual order for supplies.
15. Coordinate accumulation, storage, and disposal of obsolete textbooks, furniture, and equipment.
16. Perform such other tasks and assume such other responsibilities as the supervisor may assign.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Demonstrated ability to lift and carry sixty (60) pounds of weight.
3. Demonstrated ability to work and communicate with people in an appropriate manner.
4. Valid Washington State driver's license.
5. Three (3) years work experience in warehouse/receiving or related fields.
6. Demonstrated knowledge of warehouse terminology and stock control.
7. Demonstrated ability to coordinate warehousing work and effectively direct others.
8. Demonstrated ability with computers and computer programs.
9. Such alternatives to the above qualifications as the Board may deem appropriate and acceptable.