

Job Title:	WAREHOUSE COORDINATOR	Reports to:	Business Manager
FLSA status:	Non- Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Efficiently operate and maintain a warehousing and delivery system for the district.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Orders and maintains warehouse stock at acceptable levels.
- Verifies accuracy of shipments by counting, weighing or measuring, etc. Records any discrepancies or damage. Contacts vendors regarding damages or shortages. Ensures such items are properly recorded on bills of lading.
- Assembles warehouse requisition requests from stock and delivers to district departments.
- Takes physical inventory annually of stock on hand and verifies count with inventory control totals.
- Maintains warehouse in orderly manner.
- Records and tags fixed assets for GFA input.
- Maintains and safeguards central office postage meter and UPS account, and keeps an accurate accounting of all postage spent.
- Collects mail from post office, sorts and delivers mail to departments. Collects mail from departments, sorts, post and delivers to post office.
- Coordinates information with accounts payable and purchasing agent regarding ordered and received merchandise.
- Safely operates forklift, four-wheel cart and hand truck.
- Collects and delivers print shop orders.
- Maintains district vehicle (fuel, oil and cleanliness), reports mechanical problems to transportation for repair.
- Supervises warehouse clerk and others as needed, including time keeping.
- The District reserves the right to amend this job description as necessary.
- Attends trainings to develop expertise in chemical hazard requirements
- Responsible for implementation of District Chemical Hazard Plan and GHS
- Responsible for annual revision of District Chemical Hazard Plan
- Responsible for the annual revision for updating the District's GHS and SDS
- Updates the District's chemical inventory on the adopted District software
- Provide staff training on requirements associated with chemicals in the District and Right to Know/Duty of Care
- Collects and maintains training records for seven years
- Responsible for SDS
- Coordinates process to purchase, clean up and disposal of chemicals
- Conducts annual testing of eye wash stations
- Monitors to ensure that chemicals are properly labeled and stored
- Coordinates the development of a Chemical Hygiene Plan
- Ensures that emergency phone numbers are posted in classrooms
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing to people
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to accept change, be flexible and show initiative
- Highly organized to multi tasks and manage priorities

- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent preferred
- Familiarity with computer data print-outs and data input procedures
- Good physical health; heavy lift and moving required
- Valid AZ driver's license and capability of driving delivery van and truck up to 2.5 ton capacity.

Computer Proficiency: MS Office Suite, Google Suite

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 the 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 required to reach with hands and arms. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. This job requires considerable travel. The majority of the travel is between the District Office and its schools and/or work sites.

WORK ENVIRONMENT:

This position works in a warehouse setting, with some outdoor exposure during the workday. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, and standard warehouse equipment such as hand trucks, box cutters and tape dispensers.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.