

JUNE 2016
FLSA: EXEMPT
SALARY: M

CBA DESIGNATION: CLASSIFIED SUPERVISOR

RIVERSIDE COMMUNITY COLLEGE DISTRICT

WAREHOUSE SUPERVISOR

BASIC FUNCTION: Under the supervision of the area Director, receives, inspects, stores, and delivers supplies and equipment at the warehouse and delivers supplies and equipment from the warehouse to areas of use on the Riverside, Moreno Valley, and Norco colleges.

SUPERVISORY RESPONSIBILITY: Assigned classified staff, short-term employees, and student workers.

REPRESENTATIVE DUTIES (Illustrative Only):

1. Receives, stores, issues and inventories materials, supplies and equipment.
2. Fills orders received from departments.
3. Supervises receiving and makes routine checks of all incoming supplies for shortages, breakage, damaged merchandise, substitutions, etc. In the event of discrepancies, files claims to notify the carrier and/or supplier, Purchasing, and academic departments/divisions, instructors, or other recipients of the situation. Certifies receipt of goods.
4. Returns materials to suppliers as required.
5. Picks up and delivers printed and copied materials from the Production Printing Department and the Copy Center.
6. Supervises deliveries as well as drives truck and forklift in delivering items to and from warehouse and between departments and colleges/sites; determines delivery routes and times.
7. Maintains warehouse in a clean and orderly condition; rearranges warehouse to provide optimum utilization of available space; maintains warehouse facilities and equipment.
8. Performs other general duties such as marketing stock, filling shelves, and preparing for inventories.
9. Maintains file of completed and open purchase orders; maintains inventory of general supplies, including monitoring stock levels, establishing reorder points, and contacting vendors for replenishments.
10. Provides training and performance evaluations for subordinates, including student workers.
11. Ensures employee warehouse safety, including accident prevention training, accident reporting, and analysis of accidents.
12. Researches, studies, and understands practices and developments associated with the areas of responsibility for this position.
13. Submits, monitors, and maintains internal budget related to warehouse functions and purchases.
14. Participates in District-provided in-service training programs.
15. Performs other related responsibilities as may be assigned.

EDUCATION/EXPERIENCE: Associate's degree from an accredited institution and three years of warehouse experience are required. A high school diploma or GED equivalent AND seven additional years of warehouse or related experience may be substituted in lieu of the associate's degree.

LICENSES/CERTIFICATIONS: Must have a valid California driver's license and have and maintain an insurable driving record acceptable to the District's insurance carrier.

KNOWLEDGE OF:

- Modern warehousing and storekeeping procedures including shipping, receiving and issuing materials;
- Proper and orderly storage techniques;
- Optimum space utilization;
- Stock inventory procedures;
- Health and safety regulations.

ABILITY TO:

- Receive, inspect, store, pick-up and distribute supplies, materials and equipment;
- Follow safe practices as prescribed by California OSHA;
- Maintain appropriate stock levels;
- Operate a variety of standard warehouse equipment.

CONTACTS: Co-workers, other departmental personnel, vendors, delivery drivers including UPS, FedEx, DHL, and freight companies.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in a normal warehouse environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.