

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED SEPTEMBER 2023  
SALARY SCHEDULE #85  
RANGE: 14.0  
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT  
CODE: 2, 3, 6, 7, 8, 9**

**SUPERVISOR – WAREHOUSE OPERATIONS**

**DEFINITION**

Under direction, the Supervisor - Warehouse Operations will plan and coordinate the KCSOS office warehousing and distribution operation including the receiving, inspection, and storage of a variety of supplies, materials and warehouse goods.

**EXAMPLES OF DUTIES**

Coordinate and participate in the receiving, inspection, and storage of a variety of supplies, materials, and warehouse goods;

manage all safety items such as personal protective equipment (PPE), hand sanitizer, and other related items for emergency distribution to Kern County school districts;

maintain records and send reports as requested by the state and/or federal government as required;

work in partnership with Food and Nutritional Services Director to coordinate storage of perishable and non-perishable food items;

manage warehouse inventory system to ensure all KCSOS assets are tracked and accounted for;

ensure implementation of standardized warehousing safety practices (5S);

train, supervise, and evaluate assigned warehouse staff;

oversee and coordinate the work of staff assigned to the warehouse;

maintain office recycling program;

assist with follow-up of shortage, damage, and shipping discrepancies; dispose, re-use, and reduction of equipment;

review and coordinate warehousing and distribution operational procedures to determine and recommend proper routing;

plan and organize the KCSOS record retention system;

operate a variety of warehouse equipment as needed, including forklift; load, unload, and operate delivery vehicle;

oversee the postal operations for the office, including filling in for the Mail Courier/Driver as needed;

perform other related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Safety and security trends, practices, methods, and procedures;

materials, supplies, equipment, and inventory planning and control systems and procedures;

principles, methods, and procedures of organization, supervision and employee motivation.

Ability to:

Lead and coordinate warehouse personnel;

plan, organize, and implement effective and efficient warehouse and distribution operational procedures;

establish and maintain an accurate and effective data management, storage, and retrieval system;

effectively control warehoused equipment, materials, and supplies;

understand and carry out oral and written directions with minimal accountability; establish and maintain cooperative working relationships;

prepare and present clear and precise reports;

operate standard office equipment including a computer and assigned software;

establish effective and efficient delivery routes;

hear within normal limits;

stand, use hands to handle or feel;

reach hands and arms overhead;

lift 50 lbs., bend, crawl, work overhead, climb ladders, and work in outdoor conditions.

Experience:

Three (3) years of experience in warehousing, distribution, and stock control including one (1) year in a lead or supervisory capacity.

Education:

Equivalent to the completion of twelfth grade.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

CP: rn

9/5/2023

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