



EMPLOYEE NAME: _____

Revised: 8/85; 2/87; 4/88; 4/89; 3/93; 11/94; 10/96; 2/97, 1/98; 5/04; 11/06, 10/12; 2/13; 6/18

JOB DESCRIPTION

POSITION TITLE: Warehouse Foreman	JOB CODE: 468B
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Business Services	WORK DAYS: 258
REPORTS TO: Assistant Director, Warehouse/Records Management	PAY GRADE: Rank H (NW08) plus Foreman Supplement
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Provides daily leadership to and assists with supervision of warehouse staff; physically assists with all warehouse duties.	

REQUIREMENTS:

1.	Educational Level: High School diploma or GED required
2.	Certification/License Required: Valid Georgia Commercial Driving license Class B or higher; ability to obtain OSHA forklift certification
3.	Experience: 5 or more years experience in a warehouse/distribution environment
4.	Physical Activities: Must be able to lift/move 80 lbs.; other routine physical activities that are required to fulfill job responsibilities including but not limited to operating hand trucks, dollies, and other material handling equipment
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; planning; demonstrated skills in delivery truck/forklift operation; computer skills; read and follow diagrams and directions

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Schedules and supervises daily activities of warehouse staff in a productive and efficient manner to support Warehouse functions and ensure approved procedures are followed.
3.	Provides training to warehouse staff.
4.	Assists in daily operational activities and performs in-house warehouse functions following approved procedures to ensure security and integrity are maintained for shipping, receiving, and storage of property.
5.	Utilizes inventory control and management systems software and hardware for data entry and retrieval to track inventory received and delivered as needed.
6.	Maintains all paperwork pertaining to various transfers of products and materials throughout the School District to ensure accuracy and integrity.
7.	Assists with the preparation and sale of District surplus property.
8.	Picks up and delivers inter-system mail, furnishings, and equipment throughout the School District following approved procedures.
9.	Demonstrates operational mastery of vehicles, forklift, and other warehouse material handling equipment in a safe manner in the moving of product for shipping, receiving and storage.
10.	Maintains a clean, safe, hazard free, and environmentally sanitary warehouse.
11.	Communicates with internal and external customers concerning warehouse issues in a professional manner.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____