

Position: Warehousing Specialist	Position Number: 2.75
Department/Site: Central Kitchen Warehouse	FLSA: Non-Exempt
Reports to/Evaluated by: Director of Finance & Administration or his/her designee	Salary Grade: 117

Summary

Coordinates and performs a variety of work in the operation of the Agency’s central warehouse, including services such as inventory control and receiving and distribution of perishable and dry goods and supplies.

Distinguishing Career Features

The Warehousing Specialist is a senior-level service position accountable for a high level of warehouse service to the production team and school sites. The Warehousing Specialist requires working knowledge of warehouse logistics and inventory control and the ability to plan and prioritize work activities to optimize service.

Essential Duties and Responsibilities

- Organizes, plans, and participates in operations and staging of deliveries to and from the central warehouse.
- Ensures the proper storekeeping of goods, materials, supplies and equipment. Participates in the annual warehouse inventory.
- Coordinates delivery schedules that provide optimum efficiency of warehouse services. Reviews use of supplies by departments and sites. Recommends restocking levels and time span between scheduled deliveries.
- Inspects shipments of materials, equipment and supplies received in order to ensure compliance with purchase order specifications. Identifies and reports shortages, damages and other discrepancies. Works with shippers to receive and ship materials and resolve problems.
- Enters incoming and outgoing inventory to a computer-aided inventory accounting program.
- Receives, stores, and ensures storage quality for food items requiring cold storage. Maintains records of temperature in locales having cold storage.
- Prioritizes and processes requisitions for warehoused merchandise. Completes documentation of warehouse transactions.
- Plans, schedules and assigns routine and special deliveries of supplies, materials, and equipment.
- Analyzes space usage for maximum utilization. Confers with purchasing staff as needed to determine storage space requirements and optimum stock quantities. Organizes inventory for easy access and loading based on frequency of need, size and weight.
- Operates warehouse equipment and vehicles including trucks, forklifts and pallet jacks.

- Assists in identifying fixed assets for purposes of accounting. Labels or otherwise affixes identification to fixed assets.
- Prepares various reports on warehouse operations and activities.
- Performs other duties as assigned that support the overall objective of the position.
- May be required to deliver to school sites as needed.

Qualifications

Knowledge and Skills

The position requires working knowledge of the principles and practices of the operations, services and activities of a centralized warehouse containing dry and perishable goods. Requires considerable knowledge of the materials, equipment and supplies used in Agency operations. Requires in-depth knowledge of warehouse record keeping techniques including appropriate computer-aided inventory accounting programs. Requires English language and sufficient math skill to document work activity, compute counts, extensions, fractions, sums, and quotients. Requires sufficient communication skills in order to interact on both a formal and informal basis with staff, customers, and vendors.

Abilities

Requires the ability to schedule and coordinate the work of other warehousing staff and drivers in a manner conducive to customer service. Requires the ability to plan, prioritize, and perform work in order to meet yearly schedules and timelines. Requires the ability to develop inventory storage layouts that enhance efficiency and a safe work environment. Requires the ability to evaluate inventory trends and cycles. Must be able to write and maintain records according to standards. Must be able to write reports and correspondence. Requires the ability to conduct one-on-one training.

Physical Abilities

Requires the ability to stand, walk, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a sustained basis without labor saving devices. Requires the ability to stoop, kneel and crouch. Requires leg and foot dexterity to operate vehicle gas, brakes and clutch while driving. Requires sufficient hand-eye coordination, arm hand dexterity and visual acuity including depth perception to drive delivery vehicle and read numbers and words. Requires the ability to operate a hand truck and commercial forklift.

Education and Experience

The position requires a High School diploma or equivalent and 3 years of progressively responsible experience performing a variety of warehouse related duties including but not limited to order fulfillment, inventory control and analysis, order entry, and inventory accounting/identification. One year as a warehouse lead is preferred.

Licenses and Certificates

Valid driver's license and forklift operator's certificate. Maintain valid California Health (ServSafe) certificate (every five years).

Working Conditions

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of heavy and awkward materials.