

JOB DESCRIPTION

Job Title Warehouse Section Leader
Reports to School Resources Coordinator
Dept/School Warehouse Services

Job Title Code 532200
Wage/Hour Status Non-Exempt
Pay Grade 406
Date Revised April 21, 2025

Primary Purpose

Coordinate the processing, replenishing, receiving, and delivery of items in the warehouse. Ensure effective inventory management and carry out necessary bookkeeping tasks.

Education/Certification

- High School Diploma/GED or higher education from an accredited institution of higher education
- Valid Driver's License

Special Knowledge/Skills

- Ability to communicate effectively
- Ability to operate personal computer
- Knowledge of inventory practices and procedures
- Ability to read supply requisitions and perform basic arithmetic
- Strong organizational, communication and interpersonal skills

Experience

- Five (5) years' experience in inventory control or related warehouse work

Major Responsibilities and Duties

1. Supervise the shipping, receiving, and storing of warehouse materials.
2. Confer with departments to ensure the coordination of warehouse activities with school requirements and records control.
3. Perform periodic cycle counts of warehouse materials.
4. Issue work assignments concerned with the warehouse operations.
5. Verify accuracy of shipments with information on invoice or packing slip and purchase order; record any discrepancies or damage.
6. Report low stock items to ensure a constant supply of equipment and materials for the district.
7. Coordinate emergency deliveries.
8. Maintain computerized inventory records, take cycle counts periodically, and check against computer inventory.
9. Assist with fiscal inventory.
10. Maintain custody receipts of items that are out for repair and temporarily loaned out.
11. Verify accuracy of information on requisitions and items pulled from stock.
12. Correct shipping and receiving problems with vendors and schools.
13. Assist with updates of warehouse supply catalog.
14. Operate tools, equipment, and vehicles according to prescribed safety procedures.
15. Follow established safety procedures and techniques to perform job duties including lifting, carrying, etc.
16. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
17. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

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Equipment Used

Computer, ladder, dolly, forklift, pallet jack, and small hand tools.

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

- Moderate walking, standing, and/or climbing; heavy lifting and carrying, stooping, bending, kneeling, and reaching. Work indoors and outdoors, work around machinery with moving parts; work around moving objects or vehicles; exposure to heat and humidity. Must be able to lift 45 pounds or more.

Terms of Employment

238 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

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My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.