

Job Title: Supervisor of Warehousing Services

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range:

Summary: Coordinates and assures that the proper inventory levels are maintained at School System warehouse facilities. Supervises the receipt, storage, and delivery of materials and equipment from School System warehouse facilities. Responsible for the order and delivery of Materials of Instruction and furniture to School System sites. Train, supervise, and evaluate the performance of assigned staff.

Essential Duties and Responsibilities:

- Plans, organizes, and coordinates the implementation of policies and procedures governing the operation of warehousing operations.
- Supervises the receiving, unloading, storage, and distribution of all materials, supplies and equipment.
- Makes recommendations regarding warehousing decisions, adding or deleting stock items, setting minimum and maximum order quantities, assigning stock numbers and charges, etc.; supervises the reorder, issuance and delivery of stock.
- Formulates delivery routes, and supervises the delivery of all materials.
- Supervises minimum stock requirements through record keeping.
- Analyzes and evaluates various computerized inventory management reports to ensure proper turnover of stock, correct recording of issues and receipts, minimum stock loss, etc.
- Conducts and supervises the annual physical inventory of warehouse and monthly inventory test counts of randomly selected inventory items.
- Supervises the issuance of maintenance stock to maintenance personnel
- Assists with the coordination of surplus property sales.
- Manages the Materials of Instruction budgets and procurement based on allotment for all East Baton Rouge Parish schools for funds provided by the School Board.
- Assists with the revision and updates Materials of Instruction Catalog.
- Consults with principals and teachers on the purchasing of Materials of Instruction and furniture needs.
- Supervises activities of the Warehouse personnel to accomplish general Warehouse responsibilities; helps with problems that may arise with their duties.
- Assists the instructional staff with the coordination of the Textbooks and Archives



operations.

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Graduation from an accredited college or university with a major in the field of Business Administration, Management, Finance or related field and three years experience in purchasing and/or warehousing.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job



description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifient Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.