



CUSTODIAL SUPPLIES SUPERVISOR

GENERAL RESPONSIBILITIES

The position is responsible for supervising the operation of distributing and receiving custodial materials and supplies.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Ensure custodial materials and supplies are distributed accordingly.
- Supervise the operation of the central supply shop.
- Plan and develop delivery or issue of materials and supplies.
- Maintain an accurate inventory of all supplies.
- Oversee the filling of approved requisitions.
- Direct the safekeeping of stock.
- Administer the business functions of warehouse.
- Logistically process and assign work orders to warehouse staff.
- Train new employees.
- Plan and develop delivery or issue of materials and supplies.
- Assist with materials planning and inventory control minimizing stock levels to the greatest extent possible.
- Prepare and submits timely state reports.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of warehouse inventory practices; ability to count and inspect a variety of materials accurately and thoroughly; ability to maintain records related to the inventory process; ability to operate forklift and common warehouse equipment; ability to establish and maintain effective working relationships with associates; ability to follow oral and written instructions.

EDUCATION AND EXPERIENCE

Graduation from high school supplemented by some courses in inventory control and computer skills and considerable experience in warehouse operations. Fork Lift Certified.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 75 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Non-exempt	Description: Dev. 8/08
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