

WASHINGTON UNIFIED SCHOOL DISTRICT

CLASSIFICATION: Warehouse Service Coordinator

SALARY RANGE: 38

BASIC FUNCTION

Under the supervision of the Director of Food Services and Warehousing or designee, the Warehouse Services Coordinator oversees the daily operations of the District warehouse to ensure the efficient receipt, storage, distribution, and inventory control of school equipment, supplies, and materials. This role provides on-the-job supervision and training to assigned warehouse personnel, maintains accurate records, and ensures compliance with safety and quality standards.

ESSENTIAL FUNCTIONS:

Supervise and coordinate the daily activities of the District warehouse, including receiving, storing, shipping, and issuing equipment, supplies, and materials.

Oversee and maintain stock control and inventory systems; ensure accurate tracking and timely replenishment of supplies.

Organize and coordinate the purchasing of standard warehouse supplies and materials as needed.

Monitor and maintain quality control of incoming and stored materials to ensure proper standards are met.

Schedule and perform regular deliveries and pickups, including the transport of cafeteria food products and other district materials.

Maintain warehouse cleanliness and organization; operate forklifts and other equipment to handle and store heavy materials safely.

Oversee the maintenance and servicing of delivery vehicles and warehouse equipment; monitor refrigeration equipment for proper operation.

Prepare and maintain accurate records, files, inventory logs, and price lists; compile and submit reports on warehouse activities as required.

Provide excellent customer service and communication with schools and departments to support district operations.

Perform other related duties as assigned to support the efficient functioning of warehouse services.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of warehouse operations, including receiving, storing, issuing, and distributing materials and supplies.
- Inventory control methods, stock rotation, and record-keeping techniques.
- Safe operation and routine maintenance of warehouse equipment, including forklifts and delivery vehicles.
- Proper lifting techniques and safety standards for handling various materials.
- Basic purchasing procedures and quality control standards for materials and supplies.
- District policies and procedures related to warehouse and distribution services.
- Modern office practices include basic computer operations, data entry, and the use of inventory management systems.
- Proper English usage, including grammar, spelling, punctuation, and basic math for inventory and order processing.
- Applicable health, safety, and environmental regulations related to warehouse operations.

ABILITY TO:

- Plan, organize, and oversee day-to-day warehouse operations effectively and efficiently.
- Maintain accurate inventory records and prepare clear, detailed reports.
- Operate warehouse equipment safely, including forklifts and delivery vehicles.
- Lift, carry, and move heavy or bulky items following proper safety procedures.
- Interpret and apply policies, procedures, and safety regulations.
- Communicate clearly and effectively, both orally and in writing, with staff, school sites, and external partners.
- Establish and maintain positive, professional relationships with coworkers and district staff.
- Analyze situations accurately and adopt effective, practical solutions.
- Maintain warehouse cleanliness and organization, ensuring a safe and efficient work environment.
- Prioritize and manage multiple tasks to meet schedules and deadlines.
- Use standard office and inventory software applications with accuracy and attention to detail.
- Work independently with minimal supervision while exercising sound judgment.

EDUCATION, TRAINING, AND/OR EXPERIENCE

- High school diploma or equivalent **(required)**.
- Additional coursework or certification in logistics, warehouse management, inventory control, or a related field **(preferred)**.
- Training in safe equipment operation (e.g., forklift certification) and workplace

- safety practices.
- Experience with inventory management systems or warehouse management software.
 - Customer service or delivery experience supporting school sites, departments, or similar service-oriented environments (**desirable**).
 - Possession of a valid California driver's license and maintenance of a driving record that meets the requirements for coverage under the District's vehicle insurance program (**required**).

WORKING CONDITIONS / PHYSICAL DEMANDS

- Ability to stand and walk for extended periods.
- Ability to lift, carry, push, pull, and move objects weighing up to 75 pounds using proper safety techniques.
- Ability to occasionally stoop, kneel, and crouch.
- Sufficient leg and foot dexterity to safely operate vehicles and forklifts.
- Sufficient hand-eye coordination, arm and hand dexterity, and visual acuity (including depth perception) to drive, operate equipment, and read materials.
- Ability to operate a hand truck, commercial forklift, and other warehouse equipment.
- Ability to climb stools and ladders, and reach above shoulder level.
- Sufficient auditory ability to communicate effectively in person and over the phone.
- Sufficient hand-eye coordination and finger dexterity to operate keyboards, office equipment, and warehouse tools.
- Ability to grasp and handle small devices, tools, and materials.

*The physical demands described here are representative of those that must be met to successfully perform the essential functions of this position. **Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions.***