

**GRANITE SCHOOL DISTRICT
Classified Employee Job Description**

Title Floor Manager, Distribution Services

Supervisor's Title Manager, Distribution Services

Date Prepared 3/99 **Date Reviewed** _____ **Date Reviewed** _____

Employee/Incumbent Review ___ **Immediate Supervisor Review** ___ **GCEA Review** ___

Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____

Location _____ **Lane** _____

Implementation Date _____ **ADA Review** _____

Job Summary

Assigned to supervise and coordinate the supply distribution center and the delivery/surplus operations. This position is one of two Floor Managers. Each manager is expected to understand the operations of the supply distribution center, furniture /surplus center and daily mail delivery. This person must have a working knowledge and be able to perform in the following areas: truck driving; operating material handling equipment, basic computer skills; scheduling; order picking, checking, and packing; receiving procedures; routine preventive maintenance of equipment and facilities; and compliance to warehouse standard operating procedures and general district policies.

Essential Functions

A floor manager will be assigned to either the supply distribution operations or furniture surplus operations. The two floor managers will coordinate the daily distribution operations utilizing personnel, equipment, and available resources of the Distribution Services Department. Supervises the daily operations of an assigned division of Distribution Services. A floor manager will supervise the number of Distribution Service personnel necessary to complete the daily work load. In the absences of one of the floor managers the other would supervise all distribution operations.

Supply Distribution Center functions include:

1. Supervises the Receiving Clerk and the receiving and stocking of Distribution Center stock items, approximately 4000 different items with a value of 1.5 to 2.5 million dollars.
2. Organizes and prioritizes daily issues by coordinating with a Distributions Services secretary using the district mainframe computer to download remote issues.
3. Coordinates with Furniture/Surplus Floor Manager and assesses daily work load. Assigns Distribution Services personnel as pullers, checkers, and delivery drivers. Insures issues are processed in an effective and efficient manner.
4. Insures warehouse operations are conducted within the scope of EPA, OSHA, Distribution Center, and District policy. Observes, reports, and corrects all safety and policy violations

- using the correct procedures outlined in each above policies.
5. Uses the district mainframe computer for inventory control to include: solving issue problems, stores credits, random counts, special inventory items, and other discrepancies as needed.
 6. Maintains Distribution Services equipment, trucks, warehouse facilities, and other district property as needed.

Surplus and Furniture Distribution Center to include:

1. Coordinates with Supply Floor Manager and assesses daily workload. Assigns Distribution Services personnel to mail delivery, supply delivery, equipment transfer processing, furniture delivery, surplus processing, and special events.
2. Organizes and prioritizes "Equipment Transfer Forms", work orders, and verbal assignments by coordinating with school custodians, secretaries, school administrators and district departments.
3. Coordinates with Distribution Services Manager as to the disposition of district surplus property transferred to Distribution Services to include: salvage bin management, recycling procedures, value assessment, public weekly surplus sales, records salvage sales, reassignment of surplus equipment to schools, and preparation of a monthly surplus sales and cash analysis report.
4. Schedules and oversees transfer of property from one location to another.
5. Allocates available storage space for district property.
6. Completes special truck assignments not included in the daily scheduled work load.
7. Insures daily assignments are completed within the scope of OSHA, Distribution Services, and District policy. Observes, reports, and corrects all safety and policy violations using the correct procedures outlined in each of the above policies.
8. Schedules daily and periodic preventive maintenance on equipment, trucks, warehouse facilities, and other property as needed.
9. Completes inventory control procedures for Furniture/Surplus Distribution Center.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

Must have communication and leadership skills necessary to supervise and lead fellow workers. Must have the ability to collaborate in team or group situations as well as dealing with school personnel, other departments, and the public. The floor manager must use supervisory skills to fulfill the scope of responsibility defined in the "Essential Functions" section of this job description. Must have basic computer and clerical skills. Floor managers must be able to organize and maintain work schedules, informational files, and preventive maintenance files. Must have basic accounting and math skills with the ability to handle cash sales receipts and cash analysis reports. Must have a CDL drivers license and capable of operating delivery vehicles. Must have OSHA material handling equipment safety certification with the ability to teach new employees how to operate the specific equipment used by Distribution Services. Must be self motivated and able

to work unsupervised.

Minimum Entrance Requirements for Training

High school diploma or equivalent. Must have completed a basic education in computer data entry, search, editing, reports, and basic word processing. Must have completed the requirements for a CDL drivers license. Must have OSHA material handling certificate.

Minimum Entrance Requirements for Prior Experience

Must have three years of job related work experience with demonstrated competence to include at least one year of truck delivery service and two years experience with distribution services involving task management, scheduling, performance assessment, computer management programs, operating material handling equipment and equipment maintenance. Must have references to establish personal trustworthiness, honesty, dependability and integrity.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Responsible for equipment and preventive maintenance of facilities. Prioritizes daily work load, assigns personnel to meet work load requirements, and evaluates task completion for the scope of assigned area of responsibility. The Floor Manager must report to Manager of Distribution Services all violations of policy requiring corrective discipline. Work place morale, personnel compliance to policy, skill level, and performance evaluation will be accomplished in collaboration with the Manager of Distribution Services. Responsible for inventory control and implementation of security requirements with key access and security clearance to all areas of Distribution Services. Assesses value of surplus property, conducts surplus sales, and disposal of salvage according to district policy.

Interaction with Others (Non-Supervisory)

Interacts with all levels of district and school personnel in meeting demands of job description. Required to interact with others outside the school system to include: vendors, salvage brokers, book buyers, freight companies, product manufactures, surplus sale customers, etc.

Supervision

The floor manager may supervise as many as fifteen workers one day and as few as two workers the next day. Floor managers are responsible for the allocation of man power which requires matching tasks to the specific skills of the fifteen man work force. Supervision of personnel other than Distribution Services will take place when related to tasks requiring coordination with

other departments and or private companies.

Working Environment

Work flow is steady with continuous pressure to complete tasks in a variety of work assignments with involuntary interruptions. Supervisory responsibilities generate some stress with some deadlines that require extended work days. Work under conditions that entail some sacrifice of personal comfort. Some assignments are outside in heat, cold, dirt, and inclement weather. Some hazards involved in driving, handling small quantities of hazardous materials, working at heights, and using material handling equipment. Work place and equipment is in compliance with OSHA requirements.

Physical Demand Characteristics

Requires lifting or moving up to 100 lbs. Subject to drug and alcohol testing as per CDL requirements.