

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title Assistant 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

The Assistant Floor Manager assists Floor Manager in supervising and coordinating activities of workers engaged in receiving, transporting, stacking, order filling, shipping, and maintaining of stock records in the warehouse. May help supervise labeling, and casing or packing of materials or products.

Essential Functions

Loads and unloads trucks, stacks and unloads pallets and drives a forklift. Keeps supplies in the warehouse stocked, and keeps the warehouse clean. Helps with inventory, painting, cleaning, repair, insulating, and various other projects as needed. Helps on school lunch trucks.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

This job involves the use of office supplies, kitchen utensils, hand tools, cleaning supplies, power equipment, ladders and scaffolds, serving trays, automobile, truck, lumber, perishable food, cleaning equipment, nonperishable food.

Minimum Entrance Requirements for Training

High school diploma or equivalent.

Minimum Entrance Requirements for Prior Experience

6 months experience in distribution or large warehouse operations with demonstrated

competence.

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

Fairly substantial responsibility for materials, equipment, buildings, etc., and has the necessary authority to properly function in this area. The individual is held accountable for his/her performance in these areas of responsibility. Further, a limited amount of responsibility for the safety of others is necessitated. The individual must have some ability to motivate personnel to insure they work productively, cooperatively and with a sense of satisfaction in their work, and must be able to initiate as well as assess those activities related to the areas of responsibility.

Interaction with Others (Non-Supervisory)

Interacts with vendors, delivery personnel, warehouse personnel and other district employees.

Supervision

The job requires some ability to decide what should be done and who does it for the one person being supervised. The individual must remain accountable to superior (s) for performance, decisions, and judgements made. Additionally, it is necessary to insure adequate planning and coordinating of the activities of those personnel assigned.

Working Environment

The individual works regularly under poorer than average working conditions, frequently involving noisy, cramped quarters, outside work and sudden temperature changes such as moving from kitchen to warehouse to freezer. The flow of work is steady with some pressure to complete work tasks. Involuntary interruptions occur but they do not hinder to any great degree the completion of work tasks.

Physical Demand Characteristics

Required to lift or move objects weighing up to 130 lbs. Frequent handling of lightweight materials.