

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

September 17, 2021

STOCKROOM FOREMAN
Facilities Management
Supervisory/Technical – Grade 15 (\$52,864 - \$59,019)
12-Month, Full Time

Scope of Responsibilities

The Stockroom Foreman is responsible for the daily operation of the stockroom. Supervises and directs the work of the stockroom drivers, including delivery of school mail, U.S. mail, and stockroom supplies to all buildings and departments within the school district.

Performance Responsibilities

1. Establishes work schedules for all stockroom workers.
2. Determines stock levels and reorder points for all stockroom items.
3. Accepts delivery of supplies used by the school district, checks for accuracy, writes receivers.
4. Delivers school and U.S. mail to all buildings and departments within the school district.
5. Fills stockroom requisitions and delivers supplies to schools on time.
6. Conducts yearly physical inventory of all supplies and maintains the computerized stockroom inventory.
7. Delivers and retrieves all voting devices.
8. Responsible for the vehicles assigned to the stockroom.
9. Makes sure the building is secured.
10. Other duties as assigned.

Minimum Qualifications

1. High School Diploma or equivalency.
2. Evidence of ability to lead individuals and groups.
3. Must be a self-starter.
4. Ability to work independently and to get things done.
5. Good work and attendance record.
6. Must have a Chauffeur's license.
7. Basic computer knowledge.
8. Basic bookkeeping and recordkeeping skills.
9. Good work and attendance record.

Desirable Qualifications

1. Previous experience in warehouse inventory control.
2. Previous supervisory experience.
3. Previous experience with computerized inventory systems.

Please apply online at www.kpsjobs.com.

This position will remain posted until filled.

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