

LORAIN CITY SCHOOLS

JOB DESCRIPTION

Position: Lead Warehouse Operator

Reports to: Director of Operations

Employment Status: Regular, Full-time

FLSA Status: Non-exempt

Description: The Lead Warehouse Operator oversees the management and operations of the Lorain City Schools central warehouse facility. This position is responsible for maintaining accurate inventory of all warehouse items, curriculum assets, supplies, and physical assets across the district. The role requires strong organizational skills, inventory management expertise, and leadership abilities to ensure efficient warehouse operations that support the educational & operational mission of Lorain City Schools.

Note: The lists below are not ranked in order of importance

Job Responsibilities (include, but are not limited to):

I. Essential Functions / Duties:

- Manage daily warehouse operations including receiving, storing, and distributing educational materials, supplies, equipment, and furniture
- Develop and maintain a comprehensive inventory management system for all physical assets
- Track curriculum materials and textbooks from acquisition through distribution to schools
- Coordinate with school administrators to fulfill supply requests and maintain appropriate stock levels
- Supervise and train warehouse staff on proper inventory procedures and safety protocols
- Conduct regular physical inventory counts and reconcile discrepancies
- Ensure proper labeling, organization, and storage of all items to maximize space utilization and accessibility
- Coordinate pickup and delivery schedules between warehouse and school facilities
- Maintain accurate digital records of all asset movements and inventory levels
- Generate regular inventory reports for administrative and budgetary planning
- Implement and enforce safety standards and procedures within the warehouse environment
- Assist with budget planning by providing accurate inventory valuation and usage data
- Coordinate with vendors and suppliers for deliveries and returns
- Process surplus property according to district policies and procedures
- Assist with district-wide moves and special events requiring equipment and supply coordination
- Foster a culture of teamwork, accountability, and customer service within the facilities and maintenance department, and promote a positive working environment for all staff members.
- Addresses any issues, questions, or problems in an accurate, timely, and professional manner.
- Organizes and completes all tasks within timelines and deadlines
- Models and fosters a collaborative and supportive culture of staff communication and support to maintain a positive school and work environment
- Assists to identify problems (or potential problems) and make suggestions for viable solutions.
- May be required to attend trainings and meetings, which may require working beyond the normal workday.
- Performs all other tasks assigned by the Director of Operations, including tasks/duties that are not directly related to the coordinator's central purpose.

II. Non-Essential Functions / Other Duties:

- Physical and/or environmental requirements include, but are not limited to:
 - Ability to frequently sit/stand and occasionally climb, kneel, stoop, bend over, crouch, and lift (*approximately 50 lbs.*)
 - Ability to see, corrected or uncorrected, and adjust vision for close-vision work
 - Ability to speak and be understood
 - Ability to hear accurately, corrected or uncorrected
 - Potential exposure to human blood, bodily fluids, tissue, or other potentially infectious materials
 - Potential exposure to disgruntled students and/or adults
 - Potential exposure to different temperatures while working in warehouse environment
 - Capable of standing, kneeling, bending, and climbing for extended periods
 - Manual dexterity to operate tools and equipment safely
 - Comfortable working at heights and in confined spaces when required

III. OSHA Responsibilities:

- Knows and uses safe work procedures
- Recognizes job hazards and takes proper precautions to assure personal as well as fellow employee and public safety
- Informs supervisor immediately of hazards, unsafe equipment and acts, and recommends solutions to correct deficiencies
- Actively participates in safety programs and training
- Immediately reports accidents, injuries, and near misses to supervisor
- Reports to work in a condition to be able to work safely
- Follows and participates in school district's Safety Plan
- Attends all scheduled training sessions
- Monitors and enforces compliance with school district safety rules, policies, regulations, and procedures
- Provides leadership to stimulate and maintain a positive safety environment

Minimum Requirements / Qualifications:

- High school diploma or equivalent required; Experience in logistics or related field preferred
- 3-5 years of experience in warehouse management or logistics operations
- Proficiency with inventory management software and barcode systems
- Experience with educational materials and school supply management preferred
- Valid driver's license and ability to operate warehouse equipment
- Strong organizational and time management skills
- Excellent communication and interpersonal abilities
- Proven leadership experience and ability to train others
- Physical ability to lift up to 50 pounds and perform warehouse duties
- Valid driver's license with clean driving record
- Willingness to travel between multiple locations (up to 75% travel)
- Strong problem-solving abilities and attention to detail
- Excellent time management and organizational skills
- Ability to work in an in a warehouse environment, as well as in an office setting, to complete all essential functions

Required Knowledge, Skills, and Abilities:

- Knowledge of inventory control methods and warehouse management best practices
- Understanding of school district operations and needs
- Proficiency with Microsoft Office applications and inventory management software
- A self-starter with an established track record of successfully coordinating electronic departmental records and functions with the ability to organize, coordinate, and complete multiple tasks, work with staff and promote a positive work environment
- Excellent organizational and multi-tasking skills to successfully perform all duties and responsibilities of the position within timelines and deadlines
- Ability to work in a warehouse environment, for example: work in varying temperatures (hot in summer, cold in winter, etc.), dusty/dirty environment to process and maintain inventory in the warehouse, etc.
- Strong written and verbal communication and listening skills, essential to effectively relate to, and productively work with, all levels of district staff, students, parents, and the community
- Ability to maintain confidentiality while working with sensitive information
- Comprehensive knowledge of district policies and regulatory standards related to assigned functions, including strong knowledge of applicable State and Federal laws and ODE regulations
- Demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of an urban school district
- Effective communication with administrators, teachers, and support staff
- Knowledge of OSHA safety regulations and warehouse safety procedures
- Familiarity with procurement processes and supply chain management
- Ability to maintain accurate records and generate comprehensive reports

Terms of Employment:

- 260-day work year with actual work dates determined annually by CEO/Superintendent
- Compensation determined by placement on the *SMART Union* salary grid, *Class IV*
- Fringe benefits as defined by the Lorain City School District's Board policies

Evaluation: per Lorain City Schools Board Policy GDBAA

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. Reasonable accommodation may be made to enable a person with a disability to perform the essential function of the job.