POSITION DESCRIPTION

TITLE: Working Foreman, Central Receiving
LOCATION: Central Receiving
REPORTS TO: Executive Director of Fiscal Services
DEPARTMENT: Business Services

SUMMARY STATEMENT:
Under the direction of the Executive Director of Fiscal Services, this position oversees the day-to-day operations of the district’s central receiving department. The Working Foreman oversees central receiving and supervises the employees associated with central-receiving operations.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, students, and the general public.
2. Perform as a working foreman in the area of central receiving.
3. Supervise central receiving employees, including creating plans for subs and extra help when needed.
4. Manage district central receiving department, including inventory, movement requests, equipment, and related activities.
5. Plan, schedule, assign tasks to staff, and direct projects and activities of the central receiving personnel, and assist as required.
6. Plan and organize sales of surplus goods as required.
7. Work in conjunction with the purchasing department, and follow purchasing procedures as required in ordering, claims, special projects, or other purchasing department requirements.
8. Work with Executive Director of Fiscal Services to develop and work within the annual central receiving budget.
9. Monitor and maintain appropriate warehouse inventory and stock.
10. Evaluate methods, equipment, and products used in central receiving; monitor safety standards, and ensure regulations are followed.
11. Document reports, forms, and job orders.
12. Act as the main point of contact for Central Receiving with buildings, vendors, or district personnel.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Writing (33-66%)
- Standing (66-100%)
- Bending (66-100%)
- Climbing (33-66%)
- Lifting/Carrying Up to 75 lbs. individually (33-66%)
- Over 75 lbs. with assistance (66-100%)
- Subject to noise, dirt, fumes, chemicals, toxins
- Hearing (66-100%)
- Walking (66-100%)
- Kneeling (33-66%)
- Pushing (66-100%)
- Reaching (33-66%)
- Required to work outside in inclement weather conditions
- Acceptable Attendance
- Speaking (66-100%)
- Sitting (33-66%)
- Stooping (66-100%)
- Pulling (66-100%)
- Driving (66-100%)
- Use of hands and/or arms for repetitive motion (66-100%)

MENTAL DEMANDS REQUIRED:
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
PC, telephone, printers, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Demonstrated ability to communicate effectively.
2. Must have experience with purchasing, budget, inventory control, and product surplus.
3. Experience with the District purchasing system preferred.
4. Familiarity with central receiving procedures.
5. Must have experience with routing and scheduling.
6. Demonstrated ability to follow both written and oral instructions and to prepare written reports of work completed and performance assessments.
7. Demonstrated ability to provide direction to those being supervised.
8. Demonstrated strength and dexterity to perform required tasks.
9. Must possess a valid driver's license.
10. Demonstrated ability to establish a good working relationship with fellow employees, administrators, supervisors, and district vendors.

260-261 Days Per Year (Includes Holidays)
4 Hrs. Per Day

PSE: ____________________________ Date: ________________

District: ____________________________ Date: ________________

New Revised Date: 09/28/2016
Classification: Management/Confidential
Class: Display on Web? Yes

Working Foreman, Central Receiving