**Supervisor, Warehouse Standard Job Description**

**Classification Title:** Supervisor, Warehouse

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 7

**Job Description Summary:**

The Warehouse Supervisor, under direction, oversees shipping and receiving operations.

**Essential Duties and Tasks:**

**40% Inventory Management and Oversight**

* Supervises assigned staff.
* Oversees receiving and distribution of materials, supplies, and equipment, including appropriate documentation.
* Engages in receiving, acquiring, recording, storing, maintaining, preparing, issuing, and accounting for materials, supplies, and equipment.
* Plans and executes the efficient utilization of available storage space.
* Performs annual department asset inventory verification.

**20% Operations and Compliance**

* Oversees management of warehouse layout and inventory.
* Directs and oversees physical inventory counts and reconciliations.
* Ensures operations are in compliance with fire and safety regulations.
* Manages the loading dock areas, ensuring cleanliness and upkeep.

**10% Delivery and Maintenance**

* Picks up orders from off-campus and makes deliveries of supplies and inventory.
* Maintains and repairs some equipment and machinery.

**10% Recycling and Sustainability Initiatives**

* Manages department recycling efforts, including bundling recyclable materials.
* Coordinates deliveries with building occupants and delivery companies.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Four years of related experience in receiving, storing, and issuing a variety of materials, supplies, and equipment or warehousing experience, including related supervisory experience.

**Required Licenses and Certifications:**

* Forklift certification or ability to obtain within 90 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Work in hot and/or cold warehouse conditions without climate control.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**