

Job Title	Warehouse Supervisor
Job Code	
Exempt Status	Non-Exempt
Position Status	
EEO Classification	

Job Summary

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

Essential Duties and Responsibilities

- Supervises assigned staff.
- Oversees receiving and distribution of materials, supplies, and equipment, including appropriate documentation.
- 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.
- May require operation of a University or other motor vehicle in the performance of duties.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – High school diploma or equivalent combination of education and experience.

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.

Knowledge of – Knowledge of forklift operation.

Ability to – Ability to multitask and work cooperatively with others.

Licensing / Professional Certification – Valid driver's license. Forklift certification or ability to obtain within 90 days of employment.

Physical Requirements – Ability to lift heavy objects.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally supervises employees.

Other Requirements

- Work in hot and/or cold warehouse conditions without climate control.

Approved by:	
Date approved:	
Reviewed:	