

## **Killeen Independent School District Job Description**

**Job Title:** Coordinator for Distribution Center  
**Reports To:** Director for Purchasing Services  
**FLSA Status:** Exempt

### **SUMMARY**

Supervises, manages, and coordinates activities of work leaders and employees concerned with ordering, receiving, storing, inventorying, issuing, and shipping materials, supplies, food, tools, equipment, and parts from general, refrigerated or frozen warehouses sections of the Distribution Center and district's mail room.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Plans layout of Distribution Center, freezers, refrigerators and other storage areas, considering turnover, size, weight, and related factors of items stored.

Advises employees on care and preservation of items received, stored, and shipped; methods and use of material handling equipment (MHE)

Recommends remedial actions for reported unserviceable, slow moving, and excess stock.

Establishes procedures and standards for all Distribution Center operations, prepares work schedules, and expedites workflow.

Reviews stock records for accuracy of information and compliance with established procedures, and to determine adequacy of stock levels.

Schedules all Distribution Center keeping functions such as location surveys, location record audits, and physical inventories.

Conducts causative research to determine reasons for discrepancies between inventory and stock control records and recommends remedial action.

Issues written and oral instructions and procedures.

Establishes and maintains specifications for all Distribution Center stock.

Assists the Director for Purchasing Services in preparing solicitations for bids, evaluates responses, and recommends successful vendors to the Director for Purchasing Services.

Plans and administers the annual operating budget for Distribution Center operations.

Supervises the operations of the district mailroom to include intra-district and United States Postal Service mail.

Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Is responsible for the overall direction, coordination, and evaluation of the Stock Control Section, Distribution Center, School Nutrition Warehouse, Distribution Center Annex and Mailroom. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree and a minimum of five years related experience, required.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from vendors, administrators, principals, and staff.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to manage multiple tasks/projects simultaneously.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds) and occasional heavy lifting (45 pounds and over). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, and extreme heat. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate/loud. Frequent district-wide travel to multiple campuses as assigned.

**Revised Date:** October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.