

Job Description

Job Title: Warehouse Supply Specialist

Position Code:

Job Classification: Non-Exempt

Supervisor: Supply & Logistics Supervisor

Pay Grade: 19

Contract Length: 245 Days

Job Summary

Position is responsible for receiving, storing, ordering, and issuing supplies and equipment. Position assists with the daily operation of supply services that include distributing supplies and equipment for the school division.

Essential Duties

1. Receives, stores, orders, and issues surplus, textbook, & furniture inventory.
2. Coordinates with Warehouse to insure correct pickup, delivery, and transfer warehouse inventory, textbooks, and surplus items.
3. Loads and unloads materials, supplies, furniture, mail, and other items onto/off of delivery vehicles, pallets, skids, or lifting devices.
4. Accepts deliveries from vendors, inspects materials against specifications, and verifies shipments against packing slips.
5. Fills warehouse request for furniture, textbooks, flags, or any other stocked items or supplies
6. Take annual and special inventories as directed by the Warehouse Supply & Logistic Supervisor.
7. Effectively uses computer systems to track current inventories and work request, generating accurate reports as required by management.
8. Checks new equipment and materials against specifications.
9. Answers inquiries from school employees and officials on supplies in stock.
10. Delivers intra divisional mail (Pony) on an as needed basis
11. Performs various housekeeping responsibilities in the warehouse such as sweeping work areas, minor furniture repair, and bundling/disposing of scrap material.
12. Maintains a valid commercial driver's license.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Supply & Logistics Supervisor or other appropriate administrator.

Job Specifications

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. Reasonable accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Completion of high school or GED with several years of warehouse/supply experience and training. Must be technologically proficient for purposes of maintaining automated records and reports. Thorough knowledge of modern supply room and warehouse techniques and principles.

Must possess the ability to accurately operate material handling equipment such as forklifts, pallet drivers, and hand carts. Must possess a valid Virginia Commercial Driver's License (CDL) or must acquire such within 60 days of date of employment. Must also possess an Air Brake Endorsement or must acquire such within 60 days of employment.

Working Conditions and Physical Requirements

Duties are performed in a warehouse environment; operating a motor vehicle; and some work outdoors. While performing the duties of this job, the employee is frequently exposed to loud noise levels; fumes or airborne particles; wet and/or humid conditions; extreme heat and/or cold; moving mechanical parts; vibrations from moving machinery; and toxic/caustic chemicals. The employee is occasionally exposed to outside weather conditions.

While performing the duties of this job, the employee is frequently required to walk; sit; stand; and bend, twist, squat/crouch. The employee is frequently required to lift, move, carry, and push/pull at least 50 pounds; and climb. The employee is required to smell/taste; reach with arms; use hands to finger, handle, or feel; and talk/hear. Specific vision abilities required by this job include depth perception and color determination vision.

Supervision Exercised: None

Supervision Received: Supply & Logistics Supervisor, Warehouse

This job description in no way states or implies that these are the only duties to be performed by this employee. The Warehouse Supply Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supply & Logistics Supervisor, Warehouse or other appropriate administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Updated 03/2026 LS