JOB DESCRIPTION

JOB TITLE: Supervisor, College Services

REPORTS TO: Director of Plant Operations

BASIC FUNCTION: Oversees the operation of Central receiving and serves as the primary supervisor of the Courier and Senior Office Assistant, Inventory Control.

CLASSIFICATION: Supervisory and Career Confidential

DUTIES AND RESPONSIBILITIES:

1. Performs general office duties such as filing and data entry, for College Services functions, including purchasing, receiving, and maintaining inventory warehouse.

2. Maintains warehouse and surrounding outside areas in a clean and orderly fashion. Stages material and spare parts in a separate staging area. Supervises the warehouse inventory and surplus items.

3. Receives all commodities and equipment delivered to Central Receiving, checks shipments for accuracy against receiving report, processes receiving data to Accounts Payable for payment, processes and distributes items to appropriate location.

4. Properly informs the primary property clerk of the receipt of items that require property control tags and maintains control of such items until properly tagged and/or marked. Supervises the College-wide bar coding inventory of all College fixed assets.

5. Operates the facilities warehouse inventory with respect to warehouse and maintenance materials and supplies, including filling of approved requests from stock, ordering supplies necessary to maintain stock, maintaining accurate records for control of stock inventory and accounting for departmental charges. Operate a forklift and maintenance of warehouse equipment.

6. Supervises and evaluates the Courier and the Senior Office Assistant, Inventory Control.

7. Maintains and controls the computer card key access system and maintains security cameras for I building grounds and computer security storage area in the warehouse.

8. Fabricates signs and engraving for the college campuses.

9. Performs other duties as may be assigned.

MINIMUM QUALIFICATIONS:

Required Standard High school diploma or GED. Ability to perform general clerical duties, including filing, data entry, and typing. Personal computer experience required. At least one-year warehouse supervisory experience is preferred. Need to have good customer service skills.

Satisfactory back X-ray required. Ability to lift 60 pounds and operate a forklift.

Must possess a valid Florida Driver License and satisfactory driving record.