

JOB DESCRIPTION

TITLE: Warehouse Manager

FUNCTION: Acts as Warehouse Manager, Fleet Manager, Dispatcher and Safety Coordinator.

HAS SUCH DUTIES AS:

1. Administrative Functions
 - a. Hiring and management of necessary personnel based upon warehouse staffing needs.
 - b. Receiving of all equipment and stock followed by all necessary documentation and handling involved in the receiving process as stipulated in the Warehouse Operations Manual.
 - c. Inventory Control - responsible for working with Purchasing agent to maintain minimum parts inventories.
 - d. Maintenance of all logs and files regarding Warehouse operations and policy and procedure related to the warehouse and its operations.

2. Safety Coordinator Functions
 - a. Designing, implementing and monitoring all policies, codes and programs regarding safe warehouse, vehicle and client based operations as specified in the accreditation manual under Safety Management and Government Operations.
 - b. Maintaining all files regarding safety management.
 - c. Maintaining warehouse and vehicles to the specifications of the Safety Management Chapter.

3. Dispatcher/Vehicle Operations
 - a. Routing of all deliveries and prioritizing based on requested time of delivery.
 - b. Maintain vehicle inspection records pursuant to JCAHO, ODOT and all applicable regulations.

POSITION REQUIREMENTS:

1. High School Diploma
2. Previous management experience preferred.
3. Familiarity with the health care industry a plus.

EMPLOYEE PERFORMANCE EVALUATION

Position: Warehouse Manager

Employee: _____ Date: _____

Rating Scale:

- 0 = Performance is unacceptable, immediate improvement required
- 1 = Performs as expected occasionally, needs reinforcement
- 2 = Performs as expected most of the time
- 3 = Performance is exemplary, exceeds expectations

Quality of Work: 0 1 2 3

- 1) Assigns jobs by priority and maintains a good work schedule for himself/herself and staff.
- 2) Evaluates performance of staff and insures compliance with expectations.
- 3) Monitors and insures Organization compliance with all policies in the Safety Management chapter.
- 4) Manages Warehouse facility, operations and inventory levels.
- 5) Monitors fleet vehicles and insures vehicle and driver compliance with all applicable rules, policies, laws and regulations.

Supportive Documentation and Comments: _____ **Total Points:** _____

_____ **Average:** _____

Quantity of Work: 0 1 2 3

- 1) Completes all assigned work during scheduled shift.
- 2) Completes reports in the requested time frame.
- 3) Takes remedial action on any errors encountered in normal operations.
- 4) Prioritizes and organizes work on a daily basis.

- 5) Completes employee orientations within one week and employee evaluations within 30 days of the employees anniversary date.

Supportive Documentation and Comments: _____ **Total Points:** _____

_____ **Average:** _____

Knowledge of Job:

0 1 2 3

- 1) Demonstrates understanding of Warehouse procedures and Organization processes.
- 2) Understands employee needs.
- 3) Demonstrates employee management skills.
- 4) Demonstrates awareness and understanding of job description and job responsibilities.
- 5) Attends staff meeting and provides input at the same.
- 6) Demonstrates understanding of collaborative work and management.

Supportive Documentation and Comments: _____ **Total Points:** _____

_____ **Average:** _____

Judgment and Decision Making:

0 1 2 3

- 1) Consults with supervisor when unusual or urgent situations occur. Does not make impulsive decisions.
- 2) Insures that correct authorizations are obtained prior to initiating action.
- 3) Commends or reprimands employees at appropriate times and does so objectively.

- 4) Is able to make critical decisions if called upon to do so or if a situation necessitates such decisions to be made.

Supportive Documentation and Comments: _____ **Total Points:** _____

_____ **Average:** _____

Reliability and Initiative:

0 1 2 3

- 1) Arrives on time at start of the work day.
- 2) Returns promptly from lunch/breaks.
- 3) Provides proper notification for scheduled absences.
- 4) Follows procedures for reporting tardiness.
- 5) Attends to personal affairs without letting them disrupt work schedule.
- 6) When requested, is Willing to work additional hours.
- 7) Recognizes the needs for and performs additional, unassigned tasks.
- 8) Helps coworkers.
- 9) Maintains work area in an orderly manner.

Safety and Infection Control

- 1) Is knowledgeable on infection control practices.
- 2) Demonstrates knowledge of safety policies and procedures.
- 3) Completely understands and can describe emergency/disaster procedures (e.g., what to do in the event of a disaster)

Supportive Documentation and Comments: _____ **Total Points:** _____

_____ **Average:** _____

PERFORMANCE EVALUATION SUMMARY SHEET

POSITION: _____

	QUALITY OF WORK	QUANTITY OF WORK	KNOWLEDGE OF JOB	JUDGMENT AND DECISION MAKING	RELIABILITY AND INITIATIVE	OVER ALL RATING
# OF POINTS						
# OF STANDARDS						
AVG.						

Developmental Goals & Training needs: _____

Employee Comments: _____

Supervisor Comments: _____

Supervisor Signature: _____

Date: _____

Employee Signature: _____

Date: _____