

## **The Public Education Foundation Teacher EXCHANGE® Warehouse Manager**

### **The Foundation**

The Public Education Foundation is a nonprofit organization dedicated to mobilizing community and global resources to meet the challenges of educating a growing and diverse Southern Nevada population. The Foundation's programs and initiatives are designed to improve student performance and advance quality educational opportunities for all children.

### **The Position**

This position is responsible for managing the day to day operation of the Teacher EXCHANGE warehouse and assisting with the entire Public Education Foundation facility. The person in this position will assist in the establishment of systems and support of the various Teacher EXCHANGE outreach programs while assisting in the coordination of maintaining and tracking of inventory and providing hands-on support as needed. Enthusiasm for working in a developing organization where change is frequent, structure is evolving, thinking is required, and flexibility, teamwork, and good humor are absolute necessities. This position is directly responsible to the Vice President of the Teacher EXCHANGE.

### **Essential Duties and Responsibilities:**

The list of Essential Duties is not exhaustive and may be supplemented.

1. Oversees and maintains the organization of the processing area. Ensures donations are sorted, labeled and accurately counted for inventory processing. Accurately documents donation processing on appropriate receiving forms and computer programs.
2. Responsible for online program from marketing to packing and shipping orders.
3. Assists with and reviews the organization of overflow items, inventoried items, and the yearly inventory process. Reviews the yearly inventory for accuracy.
4. Works collaboratively with team to troubleshoot and to improve operational procedures to ensure maximal efficiencies.
5. Works with team on the restocking of the merchandising floor. Pulls inventory as requested for placement in the Teacher EXCHANGE store, the Online Store, Targeted Giving, and the Teacher EXCHANGE Express.
6. Develops and maintains professional relationships with colleagues, donors, partners, school district personnel and the public, as well as demonstrate the ability to articulate program goals and objectives to the community.
7. Conducts school visits with the Teacher EXCHANGE Express.
8. Conducts pick-ups and deliveries of donations.
9. Operates a forklift, pallet jack, electric cart, to load/unload delivery vehicles, store stock, and maintain storage areas.
10. Loads/unloads material to be delivered or received.
11. Inspects records/documents for accuracy.
12. Provide oversight and performs facility maintenance as needed.
13. Performs assigned security duties and must be able to travel to facility at anytime in case of emergency.
14. Performs preventative maintenance on warehouse equipment.
15. Other duties as assigned.

### **Position Expectations:**

1. Ability to read and understand instructions, documents, and reports, and write legibly.
2. Ability to work cooperatively with co-workers, supervisors, other personnel of the Public Education Foundation, and the public.
3. Excellent verbal and written communication skills.
4. Excellent organizational and multi-tasking skills.
5. Self motivated, able to work under pressure with minimal supervision.
6. Proficiency with WORD, EXCEL and other relevant computer applications.
7. Ability to learn and apply established procedures.
8. Ability to work rapidly with numbers, codes, and symbols.
9. Ability to perform strenuous physical work.
10. Ability to assist in the training of employees.
11. Ability to operate material-handling equipment.
12. Ability to lift at least 70 pounds.
13. Ability to recognize and report hazards and apply safe work methods.
14. Possess physical and mental stamina commensurate with the responsibilities of the position.
15. Ability to work flexible hours when required and be on call 24 hours per day, seven days a week.

## **Position Requirements**

Education, Training and Experience:

1. Associates Degree in Business or commensurate work experience. Bachelor degree preferred.
2. Demonstrate engagement in life-long learning.
3. Minimum three (3) years successful experience in a similar or related position.

Licenses and Certifications:

1. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of employment.
2. Forklift certification. If certificate is not in possession at time of application, it must be obtained within five (5) months of hire into position. Certification must be maintained for the duration of the assignment.

## **Work Environment:**

**STRENGTH:** Medium/heavy – Exert force 50-100 lbs., Occasionally; 25-50 lbs., Frequently; or 10-20 lbs., Constantly.

**PHYSICAL DEMANDS:** Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, or other monitoring devices.

**ENVIRONMENTAL CONDITIONS:** Varies – from climate controlled office setting, to work outdoors in temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to mild and occasional to frequent time periods.

**EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:** Forklifts, pallet jacks, electric carts, computers, printers, fax machines, calculators, telephones, etc.

## **Application**

Persons interested in the position and who meet the minimum qualifications should submit a letter of interest and a resume via email to Lisa DenBleyker at [ldenbleyker@ccpef.org](mailto:ldenbleyker@ccpef.org).

The position is open until filled.

Please direct all inquiries to Human Resources at The Public Education Foundation 702-799-1042.

### **An Affirmative Action/Equal Opportunity Employer**

**This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, disability or national origin.**