

**SUPERVISOR, INVENTORY AND MATERIAL CONTROL
Summative Appraisal Form**

Name _____

Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

- ___1. Co-Supervises and responsible for all functions of the district warehouse.
- ___2. Review all warehouse/food service requisitions for accuracy of budget coding prior to filling and delivering all orders.
- ___3. Constant Coordination of all packages received at the warehouse. Packages are logged in and matched to purchase orders, delivered the next business day pending proper documentation is in place.
- ___4. Assume responsibility for receiving, processing and gaining into finance warehouse system all warehouse and/or food service stock merchandise; works with Co-Supervisor to make sure it is the correct item or items, quantity and quality.
- ___5. Performs daily printing of shipping orders/pull delivery list, validate and input orders and material receipts.
- ___6. Determines the re-order levels on all warehouse stock utilizing historical data and current purchase activity; recommends both supplies and materials to be purchased for warehouse stock.
- ___7. Prepares specifications and quantities on supplies for bid proposals/bids.
- ___8. Keeps a current inventory-control on all items stored in the warehouse.

- ___9. Provide end of month Inventory Status Report to Director of Purchasing.
- ___10. Ability to provide an updated warehouse inquiry on all merchandise issued and delivered to all campus, administration and outlying district locations.
- ___11. Maintain current knowledge and execution of Purchasing Procedures.
- ___12. Works in conjunction with Shipping and Receiving Supervisor for warehouse for bi-annual physical audits.
- ___13. Assists internal and external auditors to inspect warehouse during district annual auditing and provide requested documentation.
- ___14. Working with Shipping and Receiving Supervisor schedules and communicates with campus principals and department directors any/all warehouse activity pertaining to their site, i.e., moving furniture, retired equipment, etc.
- ___15. Design, prepare and maintain pictorial warehouse catalog.
- ___16. Co-responsibility for all functions of warehouse in absence of Shipping and Receiving Supervisor.
- ___17. Assist in the verification that merchandise received is inspected and accounted for; documentation initiated if any damage is noted.
- ___18. Evaluate complaints received on equipment and/or supplies delivered to all district locations and take appropriate actions; apprise the Director of Purchasing of all such complaints and resolutions.
- ___19. Provide any needed assistance to Fixed Asset Clerks and Director of Purchasing for Surplus Sales.
- ___20. Under the auspices of the Director of Purchasing keep informed of and comply with district policies and regulations concerning primary job functions.

COMMENTS: _____

Other

- ___21. Performs all other duties assigned by Director of Purchasing and the Chief Financial Officer. .
- ___22. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

- ___23. In the absence of the Shipping and Receiving Supervisor, supervises Warehousemen and their duties.
- ___24. Co-responsibility for the security of all warehouse building locations.
- ___25. Working with Director of Purchasing, develops safeguards to protect all warehouse stock in district warehouse.
- ___26. Co-supervises the receipt and delivery of all school district properties and supplies.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

___ Renewal and/or Extension of Assignment

___ Non-renewal of Assignment

___ Termination of Assignment

___ Non-extension of Assignment

Administrator (Print Name)

Date

Administrator's Signature

Date

Employee's Signature

Date