

**SUPERVISOR, SHIPPING AND RECEIVING
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 the oversight of all warehouse operations.
- ____2. Co-Supervises and insures compliance with established procedures for in-coming merchandise.
- ____3. Manage and insure that merchandise received is inspected, accounted for and damage noted.
- ____4. Assume responsibility for receiving and processing warehouse and/or food service stock merchandise; also, supplies and equipment ordered by district employees.
- ____5. Inspects condition of all incoming merchandise, matches the purchase order, assembles (if necessary) and tags all items.
- ____6. Supervises the filing of all warehouse and/or food service requisitions and insure compliance with established procedures.
- ____7. Schedules and delivers all custodial, teaching, maintenance and food service supplies from the warehouse to all campus, administration and outlying departments/locations.
- ____8. Assume responsibility for the movement of warehouse inventory to various locations to include internal movement within the three warehouse locations and district storage areas.
- ____9. Co-Supervise with Inventory and Material Control Supervisor the warehouse bi-annual inventories.

- ___10 Provide support and direction to warehouse staff to insure an effective work force with minimal deficiencies; work out and provide all delivery schedules; and prioritize all additional work requests.
- ___11. Evaluate complaints received on equipment and supplies delivered to all district locations and take appropriate actions; apprise the Director of Purchasing of all such complaints and resolutions.
- ___12. Move furniture, equipment, business records between district offices and campuses as requested utilizing the Warehouse Assistance Form as directed by the administrator and Director of Purchasing.
- ___13. Maintains a file for all completed transfer forms/work.
- ___14. Detect needed repairs on vehicles and equipment and take appropriate actions.
- ___15. Co-responsibility for all functions of warehouse in absence of the Inventory and Material Control Supervisor.
- ___16. Co-responsibility to provide assistance to district personnel to insure correct supplies and equipment are requisitioned for warehouse stock.
- ___17. Provide assistance to Fixed Asset Clerks and Director of Purchasing or district surplus property bid sales, i.e., coordinate the transfer and disposal of surplus property; helps prepare sale sites, etc.
- ___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. Detect needed repairs on vehicles and equipment and take appropriate actions.
- ___20. Co-responsibility to provide assistance to district personnel to insure correct supplies and equipment are requisitioned from warehouse stock.
- ___21. Notify Inventory and Material Control Supervisor when MSDS sheets are needed for warehouse stock.
- ___22. Maintain and supervise a Hazardous Chemical Safety Program for warehouse employees and post MSDS sheets in designated locations throughout warehouse in appropriate locations.
- ___23. Co-responsibility to develop and implement a safety program aligned with the district safety plan for employees under their supervision.
- ___24. Maintain all Inventory Transfer Forms and keeping Fixed Asset Clerks informed of item status.
- ___25. Under the auspices of the Director of Purchasing, keep informed of and comply with district policies and regulations concerning primary job function.

COMMENTS: _____

Other

- ___26. Perform other duties assigned by Director of Purchasing and/or Chief Financial Officer.
- ___27. Maintain confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

- ____28. Supervise Warehousemen and their duties.
- ____29. Co-responsibility with Inventory and Supply supervisor for the security of all warehouse building locations.
- ____30. Working with Director of Purchasing, develop safeguards to protect all warehouse/food service stock in all warehouse locations, on other district premises and when making deliveries, i.e., locking tailgate delivery trucks, two-man delivery teams, etc.
- ____31. Supervise the receipt and delivery of all school district properties and supplies.
- ____32. Direct and guide warehousemen to follow all guidelines relating to safety of work area, motor vehicles, large equipment, as well as personal safety, i.e., wearing safety belts, freezer jackets, hats and gloves, etc.
- ____33. Direct and guide warehousemen to follow all guidelines relating to maintaining clean work areas within the warehouse proper and the interior of all warehouse vehicles.

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