

Quaker Valley Foods, Inc. JOB DESCRIPTION

Job Title: Transportation Supervisor	Occupation Code:
Department: Transportation	Salary Grade:
Reports to: Transportation Manager	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Positions Supervised: 28-30	Location: Philadelphia, PA

Position Summary: Provide guidance to drivers on the assigned shift. Direct and organize the workforce and work schedule. Ensure that delivery and backhaul schedules are met as safely and efficiently as possible.

ESSENTIAL DUTIES:

- Monitor and manage the workforce and work schedule to minimize overtime and optimize employee utilization. Manage the dispatch departures. Adjust the workforce and work schedule as needed.
- Communicate and implement all Company policies and procedures.
- Review the drivers' hours, GPS data and Drive Cam data. Prepare reports for management summarizing data.
- Assign, direct and review the drivers' work performance for accuracy and for compliance with DOT regulations, Company policies, procedures and work rules.
- Assure all vehicles are maintained properly by physical inspection, evaluating per the QVF policy.
- Coach and counsel employees as needed for attendance, safety and all other policy/rule violations-including driving performance which includes mentoring on the road and ride-alongs.
- Effectively communicate with the Transportation Manager and other departments as needed on backhaul delays, scheduling issues, product delivery delays and all related issues.
- Process paperwork from the drivers as needed before and after the shift.
- Maintain a safe and cohesive work environment.

REQUIREMENTS:

- Must approach all responsibilities with urgency.
- Must possess the skills to lead, motivate and coach employees.
- Must be an effective communicator who can work effectively with other departments.
- Must place safety first.
- Must be available during off shift hours and must be available to work weekends as needed.
- Must have a working knowledge of routing tools (like Road Net).
- Must have a working knowledge of all applicable DOT regulations.

QUALIFICATIONS:

- Three to five years' experience in refrigerated food or related distribution operations is preferred.
- Advanced organizational skills.
- Thorough knowledge of transportation department activities.
- Fluent command of the English language, with ability to provide effective written and verbal instructions.
- Ability to effectively monitor staff.
- Ability to plan and prioritize multiple tasks.
- Ability to analyze and solve problems.
- Ability to communicate effectively with a diverse group of employees and managers.
- Familiarity with Microsoft Office applications, i.e., Word, Access, Excel, and database extractions