

## WAREHOUSE SUPERVISOR

**Position Summary :** The Warehouse Supervisor is responsible for managing the safe and timely picking and shipping processes, and the preparation of the warehouse between dayshift receiving and nightshift picking. The Supervisor must be able to work all shifts when needed.

### Experience Required:

- 3-5 years of direct union supervisory experience in an automated distribution warehouse.
- Proficient in Microsoft Office Suite and computer-based applications.
- Solid experience with a proven Warehouse Management Systems (WMS)
- The ability to use all warehouse equipment (forklifts, pallet jacks, etc.)
- Experience leading, motivating and coaching employees resulting in high productivity.
- Refrigerated food distribution experience is a plus.

### Job Requirements:

- Responsible for daily management and operation of the warehouse facility; this includes proper product handling and safety warehouse maintenance and employee safety.
- Supervise receipt of all shipments. Process receiving, discrepancy, and damage reports as needed.
- Able to make decisions in an independent mode.
- Supervises all phases of warehouse operations including loading operations and material handling activities.
- Follows any government regulations concerning food safety regulations and other safety related regulations.
- Supervise, evaluate, and train employees assigned to warehouse.
- Ensures proper procedures are in place and being followed for efficient warehouse and shipping activities, employee safety, and state and federal guidelines.
- Ensures the cooler and freezer work area is clean and organized at all times.
- Provides supervision of assigned employees in scheduling and daily activities, ensuring effective selection, retention, feedback, disciplinary action and performance management.
- Participates in grievances or other union contract related activities and discussions.
- Experience leading and following Safety/Security Policies and Procedures.
- Excellent verbal/written communication skills.
- Skilled in organization and prioritization, and attention to detail.

Please send your resume WITH SALARY REQUIREMENTS to: [careers@quakervalleyfoods.com](mailto:careers@quakervalleyfoods.com).

Resumes without salary requirements will not be considered.

No phone calls, please.

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