Quaker Valley Foods, Inc.

JOB DESCRIPTION

|  |  |
| --- | --- |
| Job Title: Transportation Supervisor | Occupation Code: |
| Department: Transportation | Salary Grade: |
| Reports to: Transportation Manager | ⌧ Exempt 🞎 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.
* Current and active CDL
* 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

**Physical/Mental Demand Analysis:**

|  |  |
| --- | --- |
| Physical Requirements: | Agility, arm/wrist/hand movement required to use normal office equipment like telephones, computers, fax machines, copiers and shredders. Ability to illustrate safe driving techniques and proper use of trucking equipment. Ability to walk , bend, crouch, and climb into a truck or other Quaker Valley vehicle, and inspect the trucks internally and externally. Ability to lift 50 pounds. Occasionally working in extreme weather conditions may also be necessary. (depending on season) |
| Visual Requirements: | Visual acuity. |
| Hearing Requirements: | Normal hearing/listening |
| Working Conditions: |  Truck Yard/ On Routes/ Office Environment |
| Mental Power: | Ability to make decisions that could vary from day to day. Ability to operate within established policies, procedures, and schedules. Able to multi-task and meet deadlines.  |

As a representative of Quaker Valley Foods, all comments, attitudes, actions, and behaviors have a direct effect on the organization’s image and on perceptions of the Company’s ability to provide quality service. Interactions with visitors, co-workers, supervisors, and other employees must be friendly, supportive, courteous, and professional. This behavior will promote an atmosphere of teamwork congruent to our values, vision, and strategic objectives.

I hereby certify that I have read and understand my position description. In addition, I accept the responsibility of this position and acknowledge that I have received a copy of my position description.

|  |  |
| --- | --- |
| Employee: | Date: |
| Manager: | Date: |
| HR Manager: | Date: |

The above description reflects details considered necessary for compliance with the Americans With Disabilities Act (ADA) and for the purpose of job evaluation. The details shall not be construed as a description of all work requirements that may be inherent in the job, nor are they to be construed as giving exclusive title to each duty enumerated.