



SPECIAL TOUCH BAKERY, INC.

Job Description

JOB TITLE: Warehouse Supervisor
REPORTS TO: VP of Bakery Operations
HOURS/STATUS: Full Time- Non-Exempt
SALARY RANGE: \$50,000 - \$55,000

JOB SUMMARY

SPECIFIC JOB RESPONSIBILITIES

- Managing warehouse in compliance with company's policies and vision
- Overseeing receiving, warehousing, and distribution operations
- Setting up layout and ensure efficient space utilization
- Initiate, coordinate and enforce optimal operational policies and procedures
- Adhere to all warehousing, handling and shipping legislation requirements
- Maintain standards of health and safety, hygiene and security
- Manage stock control and reconcile with data storage system
- Assist with preparation of annual budget
- Liaise with clients, suppliers and transport companies

QUALIFICATIONS

- Proven work experience as a Warehouse Manager
- Expertise in warehouse management procedures and best practices
- Proven ability to implement process improvement initiatives
- Strong knowledge of warehousing Key Performance Indicators (KPIs)
- Hands on experience with warehouse management software and databases
- Strong decision making and problem-solving skills
- Excellent communication skills
- Fork truck certified and able to operate a forklift and hand jack
- Must have the ability to push, pull, lift 50 or more pounds, bending, kneeling, climbing a ladder, squatting.

EDUCATION and/or EXPERIENCE

- Associate’s degree preferred
- Two or more years of experience in warehousing management, or 5 plus years related experience

OTHER SKILLS AND ABILITIES

- Demonstrates the following desirable professional qualities in the work site: professional demeanor, attention to punctuality and attendance policies, reliability Excellent computer skills; experience in Microsoft Office Suite
- Demonstrates enthusiasm for learning the knowledge and skills required to perform the job
- Demonstrates respect in all professional relationships
- Excellent written and verbal communication skills
- Accurate and precise attention to detail
- Ability to multitask, prioritize, and manage time efficiently; ability to meet deadlines

EQUAL OPPORTUNITY EMPLOYER

Special Touch Bakery, Inc., does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic background, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information, health condition, or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have read this job description and completely understand the job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that future performance evaluations are based on my ability to perform the duties and responsibilities to the satisfaction of my immediate supervisor. I have had the opportunity to discuss questions that I may have prior to signing this form.

Employee Signature

Date

