

**Job Title:** Warehouse (P.M.) Lead

**Department:** Operations

**Revision Date:** 5/1/2021

**Status of position:**

**Position Overview:** Perform all functions of the Warehouse Specialist. Ensure all phases of productivity, accountability and supervision of all p.m. phases of warehouse functions are covered when needed or when the p.m. Supervisor is not present.

**Essential Job Functions:**

- Supervision of warehouse p.m. crew
- Educate employees and train them as needed to better assist them in their positions
- Observe and participate in operations and hold employees responsible for their actions.
- Monitor break and lunch periods.
- Promote safety ensuring that employees are adhering to general safety and food safety guidelines.
- Maintain all phases of sanitation including main freezer, dock, dry storage and perimeter of facility.
- Verify all route sales loads are accurate and safely loaded.

**Other Vital Job Functions:**

- Monitor to ensure all truck doors are locked, toggle switches in off position, and refrigeration turned on.
- Ensure that daily cleaning procedures are completed for freezer, chill, dry storage and perimeters.
- Maintain and clean both fans in freezer box bi-monthly, scrub chill room floors quarterly
- Lock and secure alarm for entire facility at end of day

**Requirements:**

- Prior food industry warehouse experience helpful
- Basic computer skills
- Excellent communication skills
- Ability of lead and motivate a team of employees
- Ability to multi-task
- Dedicated to a safe and efficient working environment
- Dedicated to customer service

**NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.**

