

Assistant Warehouse Manager, Dot Foods

Job Title: Assistant Warehouse Manager

Department: Warehouse

Location: Liverpool, NY, Distribution Center

Schedule:

Supervision:

- a. Reports to Warehouse Manager, Liverpool, NY, Distribution Center.
- b. Executes work under direct supervision 10% of the time,
- c. Works independently setting work schedule priorities 90% of the time.
- d. Supervises Warehouse Trainers
- e. Indirectly supervises Warehouse Supervisors & Leads

Primary Purpose:

Assists with overall warehouse operations including achieving operational goals in safety, service levels, productivity metrics, performance metrics, and personnel / staffing. Also assist with communication and coordination of warehouse activities between all shifts.

Essential Duties:

- a. Responsible for actively managing all warehouse operations processes to include review and recommendations on process changes.
- b. Responsible for training of all warehouse personnel, to include planning, tracking and executing for both new and existing employees through the trainers
- c. Responsible for managing warehouse production goals as well as working with the Warehouse Manager to increase capacity. Validates production plan & resource requirements
- d. Facilitate communication and coordination across all warehouse shifts.
- e. Participates in the establishment of safety guidelines and promotes safe work practices to include Safety Committee chair, coordination of safety meetings and maintaining overall warehouse safety plan.
- f. Manage a number of special projects. Some will be one-time projects and others will be ongoing and may be incorporated into the job.
- g. Maintain a personal development plan for each individual reporting to the Assistant Warehouse Manager and assist the Supervisors and Leads in their people development efforts.
- h. Manage warehouse space utilization, along with Warehouse Manager and Warehouse Specialist on adding and deleting stock items, racking changes, slotting changes, etc.
- i. Supervises Warehouse Trainers
- j. Assists in warehouse employee recruiting, interviewing and hiring.
- k. Assists Warehouse Manager in utilization of warehouse as it relates to space, slotting and product flow.
- l. Coordination, feedback and input of any rail activities here in New York.
- m. Coordination of all pallet activities and programs including regular wood, CHEP, and iGPS pallets.
- n. Assist with maintaining company HACCP practices in conjunction with other department managers
- o. Completion and submission of payroll change forms for warehouse floor & trainer associates. Provide analysis of information for determination of payroll increases during annual review process
- p. Assist with development and maintaining a set of standard operating procedures as it relates to all warehouse activities and functions

- q. Other duties as assigned by Warehouse Manager and/or General Manager.

Occasional Work Performed:

- a. Evaluates performance of direct reports and assists Supervisors in the development of their direct reports.
- b. Participates or leads on Total Quality Management teams and company work groups.
- c. Occasional overnight travel to other company facilities or outside training sources.

Safety Responsibility:

Primarily responsible for the Warehouse safety plan, warehouse safety committee chair, and works with HR to ensure compliance to all safety standards. Assists Warehouse Manager in the workplace safety of self and co-workers, and for the safety conditions of the work location.

Adverse Working Conditions:

- a. Work schedule includes regularly scheduled time on days, nights and weekends.
- b. Temperature ranges: extreme cold (-10 degrees) to high heat and humidity.

Requirements:

- a. Four-year college degree preferred.
- b. Minimum two to three years of supervisory experience in a fast-paced, dynamic environment.
- c. Personal computer skills and experience using Microsoft Office applications.
- d. Demonstrated ability to professionally communicate in a clear and concise manner both one on one and in a group setting.
- e. Demonstrated ability to function in a multi-task environment.
- f. Ability to facilitate improvements and positive changes.
- g. Ability to organize and prioritize tasks to meet personal and organizational goals.

To Apply: Apply on-line at www.dotfoods.com or stop by the main Dot Foods office. When applying on-line, click on 'Click Here to Enter Our Web Site', click on 'Jobs', use the 'External Candidates' link if you are not currently employed at Dot Foods. Complete the electronic application by choosing 'Build Your Profile', provide an e-mail address and a password and apply to this or other available positions. A resume can be copied and pasted or uploaded to the application. If you do not have a resume, you can type resume information into the resume area of the application or enter 'NA' or 'Not Available'.

Current Dot Foods/ Dot Transportation employees must have manager approval prior to applying to positions.