



## **Employee Work Profile Warehouse Manager**

### **Supervisor:**

Director of Facilities and Programs

### **Description:**

Warehouse Manager is responsible for receiving all incoming and shipping all outgoing products at CFBOC and recording and tracking the products to ensure the highest level of accuracy.

### **Areas of Responsibility:**

- Warehouse Procedures & Policies
- Warehouse (onsite & offsite) Product Management
- Warehouse Staff & Volunteers

### **Responsibilities:**

- Ensure all incoming and outgoing product is properly recorded on the Receiving/Outgoing/Return Stock Form, tracked, and organized, This includes assuring that categorical weights are recorded with accuracy on receiving/outgoing paperwork, and that all paperwork is submitted daily to Director of Facilities and Programs.
- Maintain floor organization to **support** the Warehouse Floor Lead, maintain safety, and prepare products for all distributions.
- Ensure outgoing deliveries are assembled, weighed, and loaded for shipment on time.
- Direct and organize incoming deliveries in a manner that best reflects *Serve Safe Guidelines\**, utilization of volunteer hours, floor space & outdoor space, and product priority.
- Maintain an overview of the warehouse (both inside and out) that **supports** effective delegation of projects resulting in a well-maintained, organized, and safe environment.
- Track products (coolers, freezers, and staged on the floor) in a manner that allows for accurate inventory for distributions and orders. This tracking method will need to also be accessible for those other than this position.
- Effectively coordinate spontaneous deliveries (outgoing and incoming)
- All rechargeable equipment should be turned off and plugged in (if below 80% of battery life).
- Properly turn off all forklifts.
- Safely store all pallet jacks in designated areas.
- Turn off all lights in the warehouse

### **Expectation:**

This position is expected to complete their job responsibilities through identifying, training, and coordinating individuals and teams so that each task is properly executed. Delegation and follow up

will ensure that multitasking is effective each day, which will enable all tasks to be accomplished in a timely manner without comprising accuracy.

This position requires overseeing the work, not being committed to a single project, so that they are able to step in and correct, encourage, or redirect efforts being made by both staff and volunteers. Failure to delegate properly will result in not meeting the position's process expectations.

\*Warehouse Manager, Pantry Manager and Office Administrator are certified in *Serve Safe Guidelines*.