

# *Fresh* INNOVATIONS CALIFORNIA, LLC.

**Job Title:** Warehouse Manager

**Location:** Stockton, CA office

**Reports to:** Director of Operations

**Summary:** The Shipping & Receiving Manager oversees all shipping and receiving operations inclusive of employee management and drivers to make sure all items are prepared, shipped, and received on time while complying with company policy. Will act as liaison between employees and management and report on shipping activities and issues all while assuring the safety of the department.

**Duties and Responsibilities** include the following:

- Lead and hold staff accountable to meet and exceed daily work plan in a high volume, multiple warehousing environment.
- Participate in the development and implementation of goals, objectives, policies, and priorities for warehouse operations
- Oversee shipping and receiving of finished goods and raw materials and assure product is loaded/received accurately and timely
- Monitor and maintain inventory control with appropriate age rotation
- Oversee cleanliness of warehouses, dock and storage areas.
- Achieve targets on costs, quality, and regulatory compliance with regards to warehouse operations.
- Provide management, training, scheduling, and supervision of the shipping staff ensuring that productivity is high, error rates are low and KPI's are met.
- Develop and manage a "Culture of Safety" for the shipping team. Ensure that the proper use of heavy equipment and proper lifting techniques are exercised consistently.
- Provide positive interaction with the shipping staff and set the example for hard work, a can-do spirit and a positive attitude.
- Communicate proactively to leadership regarding shipping information necessary to manage the business unit.
- Manage all emergency procedures and regulations regarding fire and other potential emergencies.
- Facilitates shift meetings to review performance metrics and goals for the shift.
- Collaborates with the management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel, designed to accommodate the rapid growth objectives of our organization.

- Motivate and lead a high-performance shipping team; attract and retain required members of the team as needed.
- Responsible for following all food safety policy and procedures.
- Foster a success-oriented, accountable environment within the warehouse.
- Ensure that forklifts, pallet jacks, loader, pallets, shelves, and overall shipping environment are in safe operating condition.
- Conduct performance appraisals. Provide measurable feedback to assigned personnel and suggestions for improved performance. Formulate and implements employee corrective actions as needed.
- Monitor forklift hours and rotate lifts to stay under lease requirements
- Ensure all received items are put away in designated storage areas timely
- All other duties as assigned.

**Qualifications:**

- Minimum of three (3) years of previous Logistics/Warehouse experience, preferably in a management role including direct supervision, which includes employee relations, safety, inventory control, and cost control.

**Education/Experience:**

High School Diploma or Equivalent, with bachelor's degree preferred  
Forklift operation certification, Forklift operator trainer preferred

**Language Ability:**

Ability to read and interpret documents such as Bill of Ladings and Packing slips. Ability to write routine reports and correspondence. Ability to speak effectively before groups of investors, vendors, customers, or employees of organization. Bi-lingual Spanish preferred

**Math Ability:**

Ability to calculate and understand figures and amounts such as percentages, area, discounts, interest, commissions, proportions, volume capacities and financial proformas. Ability to apply simple financial concepts areas relative to the position.

**Reasoning Ability:**

Ability to solve practical and complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Word; Microsoft Excel; and Microsoft PowerPoint and various internet communication software as well as syndicated data understanding.

**Equipment:**

Desktop computer  
Cell phone  
iPad  
Forklift

### **Supervisory Responsibilities:**

Directly supervises multiple employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Work Attributes and Environment:**

The work attributes and environment characteristics described here are representative of those an employee encounters and must perform while executing the essential functions of this job.

- Time management assertiveness to adjust to specific duties
- Attitude: Approach all opportunities with a positive can-do attitude.
- Data-driven: Makes timely and effective decisions using data.
- Hands-on: Willing and able to jump in at all levels of the business to build and develop people, systems, and processes.
- Strategic and Systems Thinking: Understands the connections and relationships across functions and entities for both internal and external constituencies; can oversee the development of plans for complex projects and ensure successful execution.
- Change Leadership: Initiates and/or sponsors change efforts; aligns resources; overcomes resistance and engages, or motivates, others to implement and sustain change efforts where needed.
- Results-oriented: Does what is necessary to improve performance; balances the resources to produce desired outcomes; tracks and monitors performance.
- Partnership: Engages others to identify mutual goals, develop solutions, make decisions, and achieve outcomes.
- Service-oriented: Focuses and aligns actions and decisions on ways to enhance service and commitment to exceptional customer service.
- Perform all duties and responsibilities in a highly ethical manner and in accordance with Company policies and procedures. Lead and serve as a role model for others in the organization by consistent demonstration of high ethical standards.

While performing the duties of this job, the employee may be exposed to wet or humid conditions (non-weather); may work near moving mechanical parts; and be apart to outdoor weather conditions. This position would be subject to an office and general warehousing environments. The noise level in the work environment is usually low to moderate.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, listen, walk, sit, stand, lift, or move up to 50 pounds. The employee is moderately required to stoop, kneel, crouch, or crawl.