

POSITION DATA					
<b>JOB TITLE:</b>	Warehouse Group Lead	<b>SUPERVISES:</b>	Warehouse Associates	<b>SALARY GRADE:</b>	\$21 to \$27
<b>DEPARTMENT:</b>	Warehouse	<b>REPORTS TO:</b>	Logistics Manager	<b>FLSA STATUS:</b>	Non-Exempt
JOB SUMMARY					
<p>Directly responsible for managing the poly label and corrugated inventory(s) as they pertain to the production department. Responsible to train, motivate and lead associates within the guidelines of company policies and procedures. Communicates company policies and procedures to those associates assigned to them. Enforces work and safety rules. Responsible for maintaining the SIC label storage area and all label cases for inventory. Provides the repackaging operation with the required labels cases as needed for all production runs when they are available and note any shortages. This first line supervisory position interacts with other individual hourly associates whose responsibilities vary from production and quality assurance, to maintenance and distribution.</p> <p><i>Nortera Foods USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> <li>▪ Orders and secures all poly labeling, and corrugated from applicable suppliers.</li> <li>▪ Set up the production schedule, ensuring that sufficient labels and cases available are sent for all production runs and note any shortage.</li> <li>▪ Maintains the immediate label storage area and all labels and cases within established housekeeping, sanitation, and food safety standards. <b>IMMEDIATELY REPORTS ANY Occupational or FOOD SAFETY CONCERNS TO IMMEDIATE SUPERVISOR, (MANDATORY)</b></li> <li>▪ Ensures all labels/corrugated are covered and neatly placed in their designated location.</li> <li>▪ Know all details of the label picker's position.</li> <li>▪ Know all details of the warehouse associate position that handles corrugated.</li> <li>▪ Know how to weigh back return labels and place them in their designated location.</li> <li>▪ Know how to complete all phases of the daily wrap sheet, figuring usage and noting any changes, discrepancies or deviations that may occur.</li> <li>▪ Prepare all transfers, ensuring that quantities and weight are correct.</li> <li>▪ Ability to take physical inventories to assure the accuracy of the label inventory.</li> <li>▪ Ability to load and unload trucks of labels and fiber in a safe manner.</li> <li>▪ Responsible for the health &amp; safety management system to achieve established goals and provide a safe, efficient environment for all employees.</li> <li>▪ Demonstrate a personal commitment to safety, and set a proper example at all times.</li> <li>▪ Enforce and implement policies to establish a culture of health and safety</li> <li>▪ Create and instill a positive work environment</li> </ul>					
QUALIFICATIONS					
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>		<ul style="list-style-type: none"> <li>▪ Ability to maintain a safe and clean work environment</li> <li>▪ Ability to work effectively in a team environment</li> </ul>			

	<ul style="list-style-type: none"> <li>▪ Ability to effectively communicate with others</li> <li>▪ Ability to operate a forklift</li> <li>▪ Knowledge of MXP &amp; Bluebee</li> </ul>		
<b>PHYSICAL DEMANDS</b>	<p>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.</p> <ul style="list-style-type: none"> <li>▪ Frequent lifting/carrying up to 100lbs. Occasionally over 100lbs.</li> <li>▪ Frequent pushing/pulling up to 100lbs.</li> <li>▪ Frequent bending, squatting, twisting, reaching, dexterity, walking, sitting</li> <li>▪ Occasional climbing, crawling, driving, typing</li> <li>▪ Constant standing</li> <li>▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus.</li> </ul> <p><b>Appropriate work intensity level:</b> Heavy</p>		
<b>WORK ENVIRONMENT</b>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> <li>▪ Dusty conditions</li> <li>▪ Wet conditions</li> <li>▪ Exposure to extreme/seasonal temperatures</li> <li>▪ Exposure to chemicals or solvents</li> </ul>		
<b>EXPERIENCE</b>	Three (3) to Five (5) years in a poly and corrugated packaging environment, prior forklift operator experience		
<b>EDUCATION</b>	High School Diploma or Equivalent		
<b>APPROVALS</b>			
<b>REVIEWED BY:</b>		<b>DATE:</b>	
<b>APPROVED BY:</b>		<b>DATE:</b>	
<b>HUMAN RESOURCES:</b>		<b>DATE:</b>	

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.*