



JOB DESCRIPTION
Nortera Foods Inc.

POSITION DATA					
JOB TITLE:	Warehouse Supervisor	SUPERVISES:	Hourly staff	LOCATION:	Brockport
DEPARTMENT:	All departments	REPORTS TO:	Logistics Manager	FLSA STATUS:	
JOB SUMMARY					
<p>Under the authority of the Logistics Manager, this role acts as the lead person with regard to our frontline hourly team members by directing the activities of workers and processes in a vegetable production environment (processing, packaging, canning and supply chain) according to established schedules, safety and quality procedures while striving to continually improve all facets of the business.</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					
<p>The Warehouse Supervisor will be responsible and committed to respecting the values and achieving the objectives of the organization. Innovative and efficient, he will be responsible for the planning, organization and results of all distribution activities at the Brockport facility. In addition, he will have to ensure the constant development of opportunities, customer service and the improvement of internal processes. The following tasks will be under the direct responsibility of the Supervisor:</p> <ul style="list-style-type: none"> ▪ lead regularly scheduled team and/or line meetings, and process improvement teams; ▪ assume a leadership role in the warehouse safety, food safety, waste reduction program; ensure objectives are met while continually analyzing, planning and implementing process improvements; ▪ develop a working knowledge of lift equipment and warehouse processes (adjustment and troubleshooting by controlling process parameters) to support coaching and mentorship of team members; ▪ lead, influence, motivate and liaise with team members and peers in a diverse working environment; ▪ participate in onboarding of new team members; coordinate team member training (i.e. job, safety, skills matrix, etc.) and monitor work performance; determine need for additional training and/or ensure completion of scheduled training, at times participate in recruitment functions; ▪ conduct regular departmental tours and participate in daily meetings; conduct inspections of equipment and premises to ensure safety compliance; ▪ maintain Inventory accuracy and manage investigation and cycle count program; ▪ identify building maintenance corrective measures and corrective actions follow-up; ▪ coordinate/monitor scheduling of team members to ensure proper staffing; identify staffing needs; ▪ proactively facilitate job transfers to support workforce planning; ▪ participate in workplace investigations; administer and participate in disciplinary process where required; ▪ responsible for completion of daily shift reports, action plan logs, communicate variances to inbound team members; ▪ Other duties as assigned. 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ● committed to servicing customers in a safety oriented environment; ● excellent interpersonal/listening skills in order to interact with a diverse workforce; a communicator with proven leadership abilities; ● demonstrated occupational health & safety and food safety competency (hazard recognition, legislation, safety practices) . ● good knowledge of the Office Suite (Excel, Power Point, Word, ...); ● WMS and TMS experience; ● innovative, resourceful with a continuous improvement mindset; 				



JOB DESCRIPTION
Nortera Foods Inc.

	<ul style="list-style-type: none"> • committed to personal development; • outgoing, visible, and approachable with the ability to inspire and influence others; • problem solver with the courage to lead change; resolve conflict; respected and respectful.
PHYSICAL DEMANDS	<ul style="list-style-type: none"> • low to medium
WORK ENVIRONMENT	<ul style="list-style-type: none"> • ability to work a flexible schedule including weekends and shifts • ability to work in an environment that has a great deal of urgency • ability to work in a freezer environment.
EXPERIENCE	<ul style="list-style-type: none"> • 3+ years of experience is desired in similar role
EDUCATION	<ul style="list-style-type: none"> • required - post secondary degree or diploma in a related discipline - or equivalent knowledge and/or experience;

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.