

Job Profile

Job Title: Warehouse Manager – Colton, CA

Purpose of the job

Plan, direct, and coordinate the storage and distribution operations within Best Brands and the activities that are engaged in storing and distributing materials and products. Supervise both freezers, coolers, warehouses, and receiving docks making sure that they are running efficiently, clean and organized. Troubleshooting issues that may arise in the daily operation of these areas. Monitor housekeeping, application of SOPs and GMPs.

Organization Chart

Plant Manager

Warehouse Manager

Reporting

- Hierarchical and functional reporting to the Plant Manager.

*This position will be located in Colton, CA.

Company Profile

CSM Bakery Products, based just outside of Atlanta in Tucker, GA, manufactures a wide range of bakery products and ingredients for in-store and foodservice markets as well as artisan and industrial bakeries. One of the largest bakery manufacturers in North America, CSM Bakery Products' family of brands includes some of the industry's most trusted brands including Brill, Best Brands, Henry & Henry, Karp's, Telco, Multifoods and Fantasia. For more information, visit www.csmbakeryproducts.com.

Contact Information

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Result areas

- Prepare and manage departmental budgets.
- Manage and approve associates' overtime as needed
- Supervise the activities of workers engaged in receiving, storing, testing, and shipping products or materials.
- Perform audits on safety, SOPs and QA enforcing safety and QA rules and regulations are followed at all times
- Interview, select, and train warehouse and supervisory personnel.
- Plan, develop, and implement warehouse safety and security programs and activities.
- Prepare or direct preparation of correspondence, reports, and operations, maintenance, and safety manuals.
- Issue shipping instructions and provide routing information to ensure that delivery times and locations are coordinated.
- Confer with department heads to coordinate warehouse activities, such as production, sales, records control, and purchasing.
- Review invoices, work orders, consumption reports, and demand forecasts to estimate peak delivery periods and to issue work assignments.
- Inspect physical conditions of warehouses, vehicle fleets and equipment, and order testing, maintenance, repair, or replacement as necessary.
- Respond to customers' or shippers' questions and complaints regarding storage and distribution services.
- Develop and document standard and emergency operating procedures for receiving, handling, storing, shipping, or salvaging products or materials.
- Advise sales and billing departments of transportation charges for customers' accounts.
- Examine invoices and shipping manifests for conformity to tariff and customs regulations.
- Evaluate locations for new warehouses and distribution networks to determine their potential usefulness.
- Examine products or materials to estimate quantities or weight and type of container required for storage or transport.
- Arrange for storage facilities when required.
- Daily QC and check inspections to be done at every shift, overseeing the inspection checklist for each shift. This inspection should include the following: Damaged products, overall organization, clean freezers, warehouses, trucks left to be loaded and unloaded, gates to be open or close, man power issues, any pending issues with other departments, any equipment break downs. Other issues not listed on this sheet will be added as a comment.
- To manage, coach and refine the daily process in the warehouses, freezers, receiving and shipping departments, The distribution Manager will coordinate and insure that production lines are supportive at all times to avoid stoppages, by delegating and overseeing the process. Insuring that the product is being used according to FIFO practices. The distribution manager will identify barriers and gaps in all the processes in the distribution department. When the distribution supervisor identifies any barrier or gap he or she will work directly with the distribution manager to remove any barrier or gap to improve the process.
- Work directly with the distribution supervisors on managing the quarterly cycle counts and year-end inventory by scheduling inventory teams and recounts. The distribution manager will also make sure that all frozen product and raw material in inventory will be rotated, used or shipped from inventory before they reach 33%. Coordinate to ensure that the raw ingredient freezer inventory and warehouse supply inventory is completed no later than the Wednesday of every week.
- Stipulate project priorities or tasks that are to be accomplished every month.
- Other duties as assigned by management.

Main Competencies

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Familiarity with mechanical functions of all machines/equipment.
- Personal computer skills to include spreadsheet software and word processing software (MS Word & Excel).
- Proven competency in supervisory activities which require conflict management, developing subordinates, directing subordinates, managing and measuring performance, motivating, building team spirit and morale, and understanding diverse viewpoints.

Skills/ Knowledge & Experience

- Bachelor's Degree
- 2-4 years related work experience
- Working knowledge of budgets and financial statements.
- Background with manufacturing methods, process improvement programs and procedures required.
- Advanced PC skills (Word, Excel, PowerPoint, Internet).
- Supervision, Safety management, Data Entry Management, Information Analysis, Reporting, Time Management, Equipment Maintenance, and Organizational Skills required.
- Strong knowledge of all governmental regulations concerning the operations, e.g. OSHA, FDA, HAACP, as well as good manufacturing practices for food processing facilities

* It is the responsibility of the employee to notify his/her current manager regarding a job bid for a position in a different department.