



City Brewing Company, LLC

JOB DESCRIPTION

Job Title: Assistant Manager, Warehouse
Department: Warehouse
Reports to: Warehouse Manager
Job Band: B3

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Approved By: Paula Johnson
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POSITION SUMMARY

Assist the manager to oversee and plan all warehouse operations in a 325,000+ sq. ft. warehouse with up to 50 employees and up to 2 million cases of product. Responsibilities include finished product reporting, balancing, WMS functions, inventory, packaging material counts and ingredient storage. Position is also responsible for the Variety Pack (VP) production line.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Manages up to 50 employees including 5 supervisors and 3 shipping coordinators.
- Assist manager with planning, forecasting, and control working and capital budget.
- Interviewing, hiring and training of warehouse employees.
- Manage the inventory, storage and movement of all packaging materials, ingredients and finished product, including up to 150 trucks per day while storing up to 2 million cases.
- Responsible for production output for the Variety Pack (VP) production line.
- Develop work schedules for all warehouse associates.
- Assist with the design and implementation of load patterns for rails, trucks and containers to ensure stability in transit.
- Manage the maintenance and use of material moving equipment (forklifts, scrubber, sweeper).
- Manage and oversee the maintenance of all on-board forklift scanners, radios, cradles and WMS equipment.
- Approve all associate's time sheets including overtime that is worked in the department
- Schedule and approve all vacations, RTO's and schedule replacement coverage.
- Assist with scheduling and approval of requests for time off.
- Direct contact for all BCB customers for inventory and audits.
- Assist with the designing, implementing and tracking of goals, strategic plans, department/company targets and process improvements.
- Assist with designating performance goals and training along with tracking performance.
- Implement and enforce policies to stay within internal, federal, state and local regulations. Responsible for compliance of GMP, Fire codes, insurance guidelines, sanitation, pest control, safety, O.S.H.A., F.D.A. and T.T.B.
- Act as employee relations coordinator between supervisors and warehouse associates
- Responsible for finished product, packaging material and ingredient stock rotation, storage, and hold reporting.
- Assist with designing and maintaining warehouse layouts and work flows.
- Efficiency reporting.
- Design procedures and ongoing implementation of WMS system.
- Assist with scheduling weekly and overtime spotting service and number of drivers.
- Monitor and control daily packaging/finished product adjustments.
- Assist with managing all internal and customer monthly, quarterly and yearly physical audits.
- Assist with maintaining records, grounds and trailer reporting for drop lots.
- Assist with the design, creation and implementation of all warehouse S.O.P.'s and policies.

- Support the Packaging, Customer Service, Brewing, Accounting, Purchasing and Quality Assurance departments.
- Schedule recycling service and refuse disposal.
- Maintain all shipments within D.M.V. regulations.
- Assume all warehouse manager duties in his/her absence.
- Serve as Warehouse Management System “Super User”. Direct link between IT and operations with this system and the first point of contact with warehouse WMS issues.

This position description is intended to guide the activities of the Assistant Manager, Warehouse. It is not intended to limit the thinking and creativity of the person to the work of this function, nor is it intended to describe all the work that may be required of the person in this position.

COMPETENCIES

Attention to Detail
 Commitment to Task
 Communication
 Coping
 Customer Focus
 Decision Making and Problem Solving
 Initiative
 Leadership
 Planning, Prioritizing and Goal Setting
 Quality

QUALIFICATIONS

- 7-10 years experience in warehouse, logistics, manufacturing and material handling environment.
- Management, logistics or manufacturing degree preferred.
- Experience in leading up to 50 associates.
- Team oriented.
- Excellent oral and written communication skills.
- Advanced computer skills.
- Highly organized and self-motivated.
- Ability to work in a fast paced environment and make quick, accurate decisions.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function 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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision requirements in close vision and the ability to adjust focus.

Employee Signature

Date