



Blues City Brewery, LLC

JOB DESCRIPTION

Job Title: Warehouse Manager
Department: Warehouse/Supply Chain
Reports to: Plant Manager
Job Band: B4

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Approved By:
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POSITION SUMMARY

Manage, oversee and plan all warehouse operations for a 350,000 sq. ft. onsite warehouse and 3 satellite warehouses. Position is responsible for providing leadership to 18 salaried and administrative employees, 100 hourly employees, and up to 5 million cases of product at any given time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage 2 offsite warehouses in addition to on site, approximately 12 shipping coordinators, 6 supervisors and 100 hourly workers.
- Planning, forecasting and control working and capital budget.
- Interviewing, hiring and training of salaried and hourly employees.
- Manage the inventory, storage and movement of all packaging materials, ingredients and finished product, including and up to 120 trucks per day while storing up to 5 million cases with value as high as \$75 million in retail.
- Oversee the payroll related functions for the Warehouse. These include all scheduling functions related to work schedules and/or vacations for salaried and hourly associates. Position must ensure that salaried and hourly timesheets are correct and approved before deadlines set by the HR department.
- Oversee the design and implementation of load patterns for trucks and containers to ensure stability in transit.
- Manage the maintenance and use of entire plant material movement fleet including forklifts, sweepers, scrubbers, pallet jacks, etc.
- Manage and oversee the maintenance of all on board forklift scanners, radios, cradles and WMS equipment.
- Direct contact for all BCB customers for inventory, shipping, policies, special requests, audits, procedures, etc.
- Design, implement and track long and short term goals, strategic planning, department/company targets and process improvements.
- Authorize and approve all new customers, products and procedures via commercialization form and planning.
- Designate salaried performance goals and training along with tracking hourly performance.
- Design, implement and enforce policies to stay within all internal, federal, state and local regulations. Responsible for compliance of GMP, fire codes, insurance guidelines, sanitation, pest control, safety, OSHA, FDA, and TTB.
- Employee relation coordinator between supervisors/clerks, hourly employees and upper management.
- Responsible for finished product, packaging material and ingredient stock rotation, storage, and hold reporting.

- Responsible for pallet wrapper specifications to protect finished product integrity.
- Design and maintain warehouse layouts and work flows.
- Efficiency reporting.
- Schedule weekly and overtime spotting service and number of drivers.
- Designate weekly inbound and outbound truck scheduling with customer service/purchasing.
- Monitor and control daily packaging/finished product adjustments.
- Manage all internal and customer monthly, quarterly and yearly physical audits.
- Daily management planning and information meetings to update/inform all management levels.
- Oversee and manage purchase order requisitions and engineering work orders.
- Oversee and assist with the design and implementation of all carrier policies and procedures with customer service.
- Oversee and assist with maintaining records, grounds and trailer reporting for a 200 trailer drop lot.
- Oversee and 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.
- Oversee and schedule the maintenance of the truck scale.
- Schedule recycling service for aluminum, glass, cardboard and plastic removal.
- Maintain all shipments within D.M.V. regulations.
- Maintain safety log book.

This position description is intended to guide the activities of the Warehouse Manager. 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.

QUALIFICATIONS

- 10-15 years experience in warehouse, logistics, manufacturing and material handling environment.
- Management, logistics or manufacturing degree preferred.
- Team oriented.
- Excellent oral and written communication skills.
- Advanced computer skills.
- WMS design, implementation and development experience.
- 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.