



## Job Description - Warehouse Manager

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**Title:** Warehouse Manager  
**Reports to:** Director of Operations

**Status:** Exempt  
**Date Posted:** 2/10/12

The Warehouse Manager oversees the safe receipt, storage, retrieval and timely dispatch of goods. Ensure workplace health and safety requirements are met and take responsibility for the security of the assets in their charge. Plan the arrangements of goods within the warehouse and organize special requirements for certain items such as chilled goods or allergens. Manage teams of workers and deal with personnel issues such as the recruitment, training and discipline of staff. Oversee picking and preparation of ingredients for internal customers and ensure productivity targets are met. Ensures compliance with established internal control procedures to maintain inventory accuracy. Exercises independent judgment.

### Specific Job Functions:

- Maintains receiving, shipping, inventory control and Pick & Prep operations by initiating, coordinating and enforcing departmental programs and operational work instructions and procedures.
- Controls inventory levels and accuracy by overseeing physical cycle counts; reconciling with data storage system
- Recruits, orients and trains staff as well as monitors their performance and progress
- Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances and initiating corrective actions
- Ensures compliance with Company programs such as Lot Control and Allergen Management programs
- Assures Work Orders are issued, picked, prepped scanned and closed in a timely and accurate fashion
- Develops vendor evaluation criteria and maintains statistical analysis of results
- Maintains warehouse operations capacities and capabilities by inspecting equipment, issuing work orders for repair and requisitions for replacement and planning and implementing new design layouts
- Interacts with various customers, vendors and/or service providers in the best interest of the Company

**Reporting Relationships:** Reports to Director of Operations and is responsible for a team of Warehouse and Production personnel (12- 20 employees)

### Qualifications:

- Requires a High School Diploma or Equivalent (College Degree is a plus)
- Requires 2 - 4 years in the warehousing field
- Requires 2 - 4 years in food production management (will consider cosmetic or chemical industries)
- APICS Certification is a plus (CFPIM, CPIM or CSCP)
- High level ERP and MRP systems knowledge a must
- Bar coding systems experience a must

### Knowledge, Skills, and Abilities:

- Solid computer skills (Word, Excel, Power Point, Visio)
- Excellent communication skills up and down organizational structure
- Strong organizational and follow up skills
- Budget development and management skills

Del Monaco Specialty Foods is a prepared foods supplier specializing in the production of soups, sauces, pastas, spreads and other custom recipes for wholesale to grocery and restaurant chains. Del Monaco occupies a unique niche through its ability to efficiently handle both large and small batch sizes combined with a state-of-the-art automated cook chill system that greatly extends shelf life without the use of preservatives. The company resides in an 80,000 square foot state of the art facility built in 2009.

Note: This information is not designed to be a complete inventory of this position's duties, responsibilities, and qualifications. Rather it's designed to give the general nature and level of work to be performed by employees assigned to this position.