JOB TITLE: WAREHOUSE SUPERVISOR

DEPARTMENT: WAREHOUSE

JOB LOCATION: GREEN BAY

Winona Foods is adding to our team. Come work for a growing company where you can receive:

- Health insurance
- Dental insurance
- Vision insurance
- Company provided life
- Short term disability
- 401K program
- PTO
- Paid holidays
- Paid uniforms

WINONA FOODS MISSION:

Winona Foods is committed to being the industry leader by providing our customers exceptional:

- Solutions
- Service
- Quality
- Value

WINONA FOODS VALUES:

We will achieve our mission by adhering to these values:

- Accountability
- Customer Focus
- Integrity
- Solutions
- Quality

JOB DUTIES:

The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

1. This position supervises:
    a. Warehouse and inventory operations for the Green Bay facility
    b. Outside shipping locations associated with the Green Bay facility.
2. Maintain all warehouse areas and ensure neat and orderly storage of inbound and outbound materials
3. Delegate and assign tasks and goals
4. Adhere to the compliance of all legal and safety procedures
5. Participate and manage the cycle count program

6. Ensure the FIFO of all raw materials and packaging
7. Organize and conduct training activities for employees
8. Report of KPI's (Key Performance Indicators) monthly
9. Responsible for maintaining inventory accuracy of 98% or better
10. Proficient in Microsoft Office applications, especially Microsoft Excel
11. All other duties as assigned

QUALIFICATIONS:

- Must be 18 years of age or older
- Requires 2 years of college and two to three years related experience or four years of high school and five to six years of progressively responsible related experience; or seven to eight years of progressively responsible related experience, or a combination of education and experience.
- General knowledge of cost effective inventory principles or management
- Knowledge and experience in planning and managing warehouse operations

CONDITIONS OF EMPLOYMENT:

Candidates must be able to pass a pre-employment background check, drug screen, and lifting assessment.