



### **Job Description**

Job Title: Warehouse Supervisor  
Reports to: Operations Director  
Department: Operations

Compensation Range: \$49,920-\$66,560 annually  
Job Type: Full Time  
Date: January 2024  
Work Location: Willits Warehouse

Mendocino Food & Nutrition Program is a great organization, and we value every team member. As we strive to feed Mendocino County, what drives us most is providing a healthy and better life for those we assist and each other. Collectively, with our Food Distribution partners, we are helping to end hunger in Mendocino County.

### **Job Summary**

The Warehouse Supervisor position is part of the Operations team. Reports directly to the Operations Director. You provide direction to maintain the Willits Warehouse building and oversee transportation. You support the Warehouse, Transportation, Programs, Volunteers, and Management Teams for all activities related to this facility's proper use, maintenance, and care. Ensures all fleet and materials handling equipment is kept to its highest functional and safe condition, repairing and replacing depending upon the condition and situation.

### **Supervision**

Responsible for reports and updates in facilities, maintenance, janitorial, transportation, maintenance yard, and fleet maintenance repair to the Operations Director.

### **ESSENTIAL JOB FUNCTIONS**

The following reflects management's definition of essential job functions but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. To perform this job successfully, an individual must have regular and reliable attendance and be able to perform each essential function from the list below satisfactorily, with or without accommodation.

### **Facility Safety and Maintenance**

- Abide by and enforce safety rules and regulations within the warehouse.
- Perform and document routine inspections of the facility and grounds to ensure safety and cleanliness based on various guidelines and standard operating procedures.
- Responsible for adhering to a warehouse cleaning schedule, ensuring all areas are kept up to standards, and assigning weekly and periodic cleaning tasks.
- Support all departments regarding building use to ensure maximum facility utilization.
- Respond to all emergencies by coordinating work needed to resolve emergencies based on safety and organizational guidelines.
- Perform routine inspections of all fire, life, safety, and heavy equipment to ensure high-quality conditions according to the established schedule.
- Arrange maintenance of fleet vehicles and material handling equipment safely and in operation as guided by the Operations Director.
- Ensure the building is free of pests by scheduling routine inspections and working with a pest control specialist based on organizational needs.
- Regularly update the Director of Operations regarding facility conditions and status.
- Maintain and manage all cleaning and safety protocols outlined by MFNP, which follow CalOSHA requirements.
- Responsible for reporting the need to repair and maintain logistics material handling equipment.
- Maintain equipment records per federal, state, and local laws and policies.
- Adhere to Operations and supply chain procedures and regulatory compliance.
- Operate forklifts and pallet jacks with the utmost safety.
- Rectify problems such as damages, shortages, and quality non-conformance.



## **Inventory Management**

- Assign daily orders and rotational pulling areas using the designated list.
- Receive and process incoming orders.
- Deliveries to Food Network partners and occasional pick-ups from food vendors as needed.
- Review all orders for completeness and accuracy, including product quality, staging, pallet configuration, and adherence to order notes.
- Create and communicate daily loading assignments by reviewing the Transportation Schedule and priority of orders.
- Responsible for picking up orders and making deliveries when necessary.
- Works with the Supply Chain Manager to ensure accurate and timely order entry.
- Responsible for ensuring accurate physical and systematic inventory movement throughout the warehouse, including order picking, warehouse transfers, and truck loading.
- Works alongside the Supply Chain Manager to review warehouse space constraints and product movement between warehouses.
- In collaboration with the Supply Chain Manager, the receiving schedule forecasts incoming pallet positions for cooler, freezer, and dry and moves product to accommodate the inbound.
- Performance supervision through continuous monitoring and optimizing the logistics network.

## **QUALIFICATIONS**

- Three years of warehouse experience
- Has a Class A driver's license
- Computer experience, knowledge of Google Workspace, Microsoft Office Products, etc.
- Ability to understand and communicate processes and procedures.
- Deadline and detail-oriented.
- Principles and practices of safety programs.
- High level of integrity with the ability to maintain confidential information
- Ability to work collaboratively with people, especially those with special needs and individuals from diverse backgrounds.
- Experience engaging with a diverse population and ability to respond appropriately to crises.
- Lives within proximity to Willits warehouse.

## **BENEFITS**

- Health Insurance
- Paid Time off
- Holiday Pay
- Travel Reimbursement

## **ACCOUNTABILITY**

The responsibilities of this position are to be conducted under the supervision of the Operations Director. They will provide oversight and guidance and conduct requisite reviews of job performance. This position is subject to the terms and conditions of the most current Employee Handbook.

Any person assuming this position will have read and agreed to be subject to the terms and conditions of the Mendocino Food & Nutrition Program Employee Handbook.

## **WORKING ENVIRONMENT AND PHYSICAL DEMANDS**



The work environment consists of a busy warehouse environment and operating vehicles on roadways where safety is a top priority.

Employees will need to be able to work under deadlines and may require overtime and weekend work on a periodic but infrequent basis.

Reasonable accommodation will enable qualified individuals with disabilities to perform the position's essential functions so long as it does not cause undue hardship on MFNP.

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

- Work in an environment such as an office warehouse or outdoors
- Exposures one might encounter, such as weather, hazardous materials, or loud noise.
- Essential physical requirements include climbing, standing, typing, walking, etc.
- Physical effort/lifting: sedentary; up to 20 pounds; up to 50 pounds; over 50 pounds.
- Standing for 3-4 hours at a time.
- The data entry function requires that a staff member sit or stand at a computer for several hours while entering or manipulating data.
- Ability to work in varying weather conditions(rain, cold, heat, etc.)
- While performing the duties of this job, the employee is regularly required to stand and walk; and use hands to finger, handle, feel, grasp, and type.
- Frequently required to reach with hands and arms above and below shoulder level.
- Occasionally required to sit, crouch, and bend down to the waist.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Travel by vehicle or airplane may be required.
- The noise level in the work environment is usually moderate and may occasionally require hearing protection equipment.

Your and your family's safety is the first priority during a disaster. As an essential service provider and, at times, a first responder, you are asked to report to work as requested or, at a minimum, to communicate your inability to report to work to your manager. Depending upon the nature of the emergency, regular staffing responsibilities may change.

#### Acknowledgment

The above statements describe the general nature of work being performed by the people assigned to the position. They are not intended to list all the responsibilities, duties, and skills required for this person to be classified. I have read and understand that this job description should not be construed as a contract for employment. I understand that I am expected to adhere to all company policies. Further, I understand that if I have any physical limitations or require any accommodations to perform the necessary functions of my job, I must immediately inform management.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date