



# Job Description

## Warehouse Manager

### Employer Information

**Organization Name:** Stir Foods LLC

**Website:** [www.stirfoods.com](http://www.stirfoods.com)

**About Our Organization:**

We are uniquely qualified to produce exactly what our customers want, when they need it, with the quality controls in place to ensure that it is dependably delicious. The STIR team ensures the product consistency of existing signature recipes or work with our customer to develop innovation new products that add excitement and appeal to their menu. Best of all, STIR FOODS can package products to accommodate specific operational needs and ship it how and when our customers want it.

**Department:** Shipping & Receiving

**Reports To:** Plant Manager

**Job Location:** Orange, CA-92867

**Hours/Week:** Monday through Friday 40+

**FLSA Status:** Exempt

**Prepared Date:** April 12, 2019

### Benefits

- 401k
- Dental Insurance
- Health Insurance
- Holidays
- Vacation
- Life Insurance

### Job Purpose

The Warehouse Manager primary works in the warehouse and is responsible for managing all warehouse personnel and coordinating all shipping and receiving according to organizational Standard Operating Procedures (SOP's). Stir Foods's Warehouse Manager is also responsible for managing Stir Foods Inventory Control System and Interfacing directly with personnel across all functional areas within the company to ensure the safe and timely document flow of raw materials and finished goods through the supply chain. In short, the Warehouse Manager is accountable for the overall efficient functioning of Stir Food's shipping and receiving, inventory and transfer point.

## Competencies

- Complex problem solving
- Critical thinking
- Communication Proficiency
- Time Management

## Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible to build a Safety-First culture.
- Oversee warehouse personnel, inventory personnel, and all other shipping and receiving personnel in order to ensure all items that are picked, transferred, received, or shipped are done so in accordance with Stir Foods SOP's. Ensure all items are properly labelled and input into Stir Foods inventory control system. Spot check employee's paperwork and procedures in order to validate the proper receipt/shipment of all goods. Give direction and prioritization of effort to warehouse personnel.
- Manage all personnel and training and assume ultimate accountability for all warehouse safety and industry specific programs within defined area of responsibility. This includes but is not limited to OSHA, MSDS, Lockout Tagout, Allergen, HACCP, FDA, SQF, USDA programs and SOP's. Allot time to train all individuals in program compliance.
- Put together and maintain the proper team for warehouse operations. Allocate warehouse resources in the most efficient way possible. Oversee, evaluate, motivate, train, and discipline warehouse employees as required. Look for and implement cost saving procedures that will improve overall company efficiency while potentially reducing personnel requirements
- Take responsibility for and accountability of all warehouse infrastructure, materials, and equipment. Ensure all areas are clean and order and all equipment in good working condition. Report neglect or abuse of Stir Foods property to ownership and train all employees on performing scheduled and "as needed" cleaning, inspection, and preventive maintenance on shipping/receiving areas and equipment.
- Handle special projects as assigned by company ownership. Research opportunities for improved efficiency and organizational growth that impact both the top and bottom line.

## Work Content

### Physical Demands

the employee will occasionally (6 hours) Stand; Walk; Reach with hands and arms; the employee is regularly (8 hours) Sit; Use hands to finger, handle, or feel; Talk or hear;

### Lifts Weight or Exerts Force Work Environment

the employee is occasionally Up to 45 pounds;

### Visions

Specific vision abilities required by this job include Close vision; Distance vision; Ability to adjust focus;

### Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Although some warehouse and production exposure will be expected. You may be exposed to fumes, temperature changes (hot, cold), loud noises, wet environment and moving mechanical parts and vibration.

## Qualification

### Education and Experience

#### Years of Experience

5 years in management and food industry experience  
Knowledge of the procedural, safety, and legal documentation processes for handling related warehousing activities

#### Education

college degree in business or operations related discipline

## Skills

- Supervise the functions and working of the all warehouse workers.
- Delegate and assign tasks and targets and evaluate the working of staff.
- Comply with all legal and safety procedures of working.
- Manage inventory monitoring cycle counts and conduct audits of same to validate results.
- Create and implement proper shift allocations and ensuring efficiency of all warehouse staff.
- Organize and conduct necessary training activities for the staff and workers.
- Ensure the proper functioning of all warehouse tools and equipment.
- Have excellent leadership and administration skills and abilities.
- Have strong motivational skills and effectual team building capabilities.
- Have the ability to effectively manage time, resolve crises and decision making.
- Have the ability to efficiently coordinate workings with internal and external workers of the company.
- Communicate well both orally and in writing with team members, co-workers, and employees to obtain and provide useful information.
- Have intermediate computer skills including the capacity to understand and instruct others in the efficiencies of Microsoft Office and Enterprise Resource Management Software.
- Be able to effectively and efficiently manage time and targets.
- Be able to utilize and train others to use forklifts and other warehouse machinery and equipment (Load / Unload Product).
- Coordinate all work functions with co-workers, transporters and other organizational departments.
- Observe, record, and report unsafe working conditions.
- Be in compliance with all safety standards in working with multiple services, tools, and equipment.
- Follow orders and complete work assignments with a minimum of supervision.
- Have the ability to competently and effectively manage time and complete assigned work.

## AAP/EEO Statement

We are an EEO employer.

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.