



Bay State Milling Job Description

Job Title: Warehouse Manager
Department: Bolingbrook Warehouse
Reports To: Plant Manager
FLSA Status: Exempt
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SUMMARY:

Leads day-to-day activities for assigned teams in the shipping, receiving and warehouse departments to ensure compliance with all applicable regulatory requirements in accordance with established company policies and procedures while maintaining the highest possible levels of quality and productivity.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

- Oversees the handling of goods, and manages the maintenance and administrative activities of the warehouse teams to ensure customer requirements are met in an appropriate and efficient manner
- The supervision of, and participation in, unloading of inbound shipments and orderly stacking and storage of product
- The staging and loading of outbound shipments
 - Prioritizes and processes customer orders, ensuring truck departure timelines are met
- Ensures assigned teams inbound and outbound shipments are accurate and free of damage and comply with all Bay State Milling and Bolingbrook's SOP's
- Conducts operations in accordance with Distribution Standard Operating Practices and Good Manufacturing Practice (GMP) standards and ensures teams adhere to these standards while achieving prescribed objectives for Food Safety and Sanitation
- Provides guidance, training and mentoring to new team members as well as existing team members regarding company SOP's, safety regulations and other pertinent requirements
- Motivates employees using sound techniques to achieve the highest possible levels of quality, efficiency and accuracy
- Identifies and resolves issues in various functional areas; breakdown, put away, replenishment, Quality Control, staging, loading, shipping, inventory
 - insure inventory is properly segregated between allergen and non-allergen



- Monitors and maintains SKUs and locations to support efficient warehouse processing and maximize warehouse space usage. Performs work under the direction of Plant Manager
- Performs the following processes to support inbound and outbound operations.
 - Inventory control
 - Maintain accurate inventories of raw and finished goods.
 - Maintain inventory of consumable goods to support operations
 - Works with MMB procurement teams
 - Perform daily and/or weekly inventory checks to ensure accuracy
 - Make any necessary adjustments in management system
 - Participate in all scheduled physical inventories
 - Resolves common daily discrepancies and/or issues
 - Reports system tasks not completed to management
 - Monitors and ensures task completion by team members
 - Performs variety of lookups and research to support each functional area
- Performs the following non-system inbound and outbound tasks
 - Schedules vendor shipments with customer service
 - Separates and labels product received, stocks product into identified locations verifying SKU and quantity accuracy
 - Picks product for customer orders ensuring quantity and unit-of-measure (UOM) picked Are equal to quantity and UOM ordered.
- Adheres to all safety procedures in the performance of job duties.
- Identifies opportunities to continually improve processes and performance of the warehouse Team. Utilizes Lean/Continuous Improvement methods to execute improvements whenever appropriate.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

- Minimum of High School diploma
- 5-10 years of relevant warehouse management experience in manufacturing environment
- Proficiency in warehouse operations
- PC Skills in Windows environment (Microsoft Dynamics AX)
- Troubleshooting skills
- Product knowledge
- Detail-oriented
- Sound judgment
- Problem-solving skills
- Demonstrates effective communication and interpersonal skills



- Must be dependable and demonstrate the ability to read and follow directions
- Must be a team player
- Ability to operate all warehouse equipment

LANGUAGE SKILLS

English fluency is essential. Must have strong verbal and written communication skills, with ability to respond to either common and sensitive inquiries or complaints from internal and external customers.

REASONING ABILITY

Must have seasoned judgment and business situation versatility, with ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS & ABILITIES

Demonstrates considerable knowledge of principles and practices of personnel administration, effective oral and written communication skills, and excellent interpersonal skills. The ability to work independently and cooperatively across functions is essential. The ability to work with highly confidential and sensitive data, materials in a professional and appropriate manner is critical.

PHYSICAL DEMANDS *the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions 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 regularly required to talk or hear. The employee frequently is required to sit or stand. The Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions 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 generally exposed to a manufacturing, environment and subject to noise, dust, industrial type machinery. Exposure to allergens such as wheat and grain dust will also be frequent.

FOOD SAFETY / SECURITY REQUIREMENTS:

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital



that all employees be aware of the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.