

ACE DISTRIBUTING

POSITION: THIRD SHIFT SUPERVISOR	DEPARTMENT: OPERATIONS REPORTS TO: Warehouse Manager- Outbound STATUS: EXEMPT DATE: 10/29/2018
---	---

Ace Distributing represents more than 350 brands from over 130 supplier partners and services over 1,400 direct retail partners across Lancaster, York, Adams, Franklin, Fulton, Cumberland, Dauphin, Lebanon, Perry, Mifflin, and Juniata counties. Ace provides superior service and expertise to the industry, serving as a valued resource in the market to its brewery partners, retail partners, and most importantly, its consumers.

We are currently looking to fill the position of Warehouse Supervisor. In this position you will be responsible for assigning and overseeing all work done by warehouse personnel during the shift including but not limited to picking, receiving, replenishment, proper stock rotation and truck/trailer moves. The successful applicant will work closely with the Warehouse Manager – Outbound and other company managers and supervisors to ensure that the organization maintains a safe and organized work environment with the highest level of load quality.

WHAT WILL I BE DOING?

In your role as Third Shift Supervisor, you will be part of our success by:

- Supervise all loading of trucks for next day deliveries
- Train and certify new employees to operate Powered Industrial Trucks and ensure that all employees properly operate warehouse equipment. Verify pre-shift inspections, implement lock-out/tag-out procedures when needed, and ensure that safe operation practices are always followed
- Train new employees and assist current employees with the use of the company WMS system and other company technology
- Train new employees and audit experienced employees' pallets to ensure that orders are properly selected. Check order accuracy, load stability, proper build configuration and that full pallets and kegs make it to the correct trailer/straight truck
- Ensure that each pallet is labelled with a WMS generated pallet label and that the pallet is loaded and properly secured on the correct trailer/straight truck
- Monitor the inbound receiving process to ensure the proper unload of product, receipt of product into the WMS system, and proper rotation and storage of product
- Ensure replenishes are done accurately and completed in a timely manner to ensure product is available for order selection throughout the shift
- Assist with the management of a safe work environment by reporting and correcting safety related issues. Ensure employees practice good housekeeping and keep the warehouse and warehouse equipment clean and orderly.
- Conduct a pre-shift meetings with the warehouse team and provide a comprehensive shift pass down report to the Operations management team on a daily basis. Effectively communicate across shifts and management/supervisory positions any issues that require special attention
- Assist the Warehouse Manager – Outbound with information gathering for safety, job performance, attendance and any other assigned duties.

WHAT DO I NEED TO DEMONSTRATE?

As well as a strong desire to learn and succeed in this position you must be able to meet the following requirements:

Required:

- High school diploma/GED with significant relevant experience
- Demonstrated ability to manage complexity along with strong problem solving, negotiating, and decision making skills
- Proficiency with computers, including the Microsoft Office Suite (Word, PowerPoint, Excel) and other company technology (eoStar, ADP)
- Ability to manage multiple and sometimes conflicting priorities
- Proven ability to plan, organize, and effectively supervise people and to work with warehouse personnel across all shifts
- Demonstrated ability to lead and motivate others
- Strong communication skills and the ability to build and maintain positive relations with fellow Ace employees
- Must have a positive attitude with the ability to listen and appropriately respond to constructive coaching from fellow employees and members of management

Preferred:

- 2 year college degree

ACE DISTRIBUTING

WHAT ELSE DO I NEED TO KNOW?

- Must be flexible to support a 24/7 operation, which may exceed a normal 8 hour workday or cover shifts for another Supervisor in their absence.
- The ability to work a full shift, come to work on time, work overtime as needed and the ability to work according to the necessary schedule to meet job requirements with or without reasonable accommodation is an essential function of this position
- While performing the duties of this job, the employee frequently works outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and vibration. Also, frequently required to walk, sit, talk, hear, use hands and fingers to operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, and crouch. The employee must be able to lift up to thirty pounds regularly; thirty five to fifty pounds frequently, one hundred seventy pounds occasionally. Specific vision abilities required by this job include close provision, peripheral vision, color vision and the ability to adjust and focus.
- The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties as assigned, might be part of the job. This job description does not constitute an employment contract; the employment relationship between Ace Distributing and the employee is an at-will relationship.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, disability, religion, national origin, gender, gender identity, gender expression, marital status, sexual orientation, age, protected veteran status, or any other characteristic protected by law. Where required by state law and/or city ordinance; this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

PRINTED NAME AND SIGNATURE

DATE