



## **JOB DESCRIPTION**

### **A IDENTIFICATION INFORMATION**

- A1 Job title:** Warehouse Supervisor
- A2 Department/Programme:** Bottling Plant
- A3 Section/Project:** Bottling Plant
- A4 Reports to (position):** Bottling Plant Manager
- A5 Supervises (Name of Positions):** N/A

### **B JOB DESCRIPTION**

#### **B1 Overall purpose of the job.**

Leading and overseeing the activities of the Bottling Plant Warehouse including the ordering, receipt and control of Raw Materials and Finished Product.

#### **Key Responsibilities;**

- Plan, organize, supervise and participate in daily warehouse operation and activities, including the receipt, documentation, storage, safety and distribution of equipment and supplies and maintenance of inventory.
- Train, supervise and evaluate the performance of assigned warehouse employees; assign workloads to warehouse workers.
- Receive, unpack, pack, load, issue, store and deliver materials, supplies or equipment; complete pallet labels, delivery notes and invoicing shipments as assigned.
- Route, schedule, pack and prepare orders for delivery; load vehicles; schedule and oversee deliveries and pick-ups.
- Supervise the processing of requisitions and requests to invoice for reimbursements of warehouse codes; complete requisitions for needed materials to assure adequate stock levels as per SAP.
- Prepare and maintain a variety of records and logs and prepare reports as required; maintain inventory of items in the warehouse; file records as required; supervise the assembly of inventory printouts.
- Operate and demonstrate use of specialized warehouse equipment as necessary; assure proper and routine maintenance and servicing of warehouse vehicles and equipment.
- Observe health and safety regulations; maintain warehouse in a clean, safe and orderly condition.
- Assist management in establishing warehouse standards and procedures; advise of budget-related needs.
- Complete daily production scheduling, providing all inputs to operations using FIFO
- Perform other duties as assigned.
- Maintain regular attendance.



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### **C Knowledge, qualifications & Experience**

#### **CI.1 Education:**

- High School Diploma or. Supply Chain Certificate
- Valid Fork Truck License

#### **CI.2 Experience, Skills and Competences:**

- Three years warehouse or logistics experience
- Experience working as a people manager/supervisor.

### **KNOWLEDGE OF:**

- Warehousing and stock control methods and procedures.
- Methods of receiving, inspecting and issuing materials.
- Materials, equipment and supplies used in a school district.
- Operation of a forklift and other assigned vehicle and equipment.
- Warehouse operations, procedures, equipment and terminology.
- Space utilization and inventory techniques.
- Proper methods of storing equipment, materials and supplies.
- Health and safety regulations.
- Record-keeping techniques.
- Inventory methods and practices.
- Principles and practices of training and providing work direction.
- Interpersonal skills using tact, patience and courtesy.

### **ABILITY TO:**

- Plan, organize, supervise and participate in the operations
- Train, supervise and evaluate personnel.
- Utilize space efficiently and effectively.
- Maintain inventory.
- Communicate effectively both orally and in writing.
- Operate warehouse vehicles, machines and equipment.
- Receive, issue, store and return warehouse stock and supplies.
- Lift, move, sort and store objects.
- Plan and schedule work.
- Maintain accurate records of stock transactions.
- Learn to operate a computer terminal and warehouse-related software.
- Work independently with little direction.
- Observe health and safety regulations.
- Read, interpret, apply and explain rules, regulations, policies and procedures.



## **JOB DESCRIPTION**

### **PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50kg.
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.
- A flexible approach to working hours may be required to suit production demands or to meet critical deadlines.
- Shift work may be required based on production demands.

### **Knowledge of computer:**

- Proficiency with Microsoft Office Suite to support daily operations.
- Proficiency in SAP

### **Communication Skills:**

- Strong verbal and written communication skills to effectively relate with team members and the management.
- Requires the ability to communicate effectively using speech, vision and hearing.

### **SIGNATURES:**

Job Holder (name): .....

Sign:..... Date:.....

Line Supervisor (name):.....

Sign:..... Date:.....