



Job Title: Warehouse Assistant Manager

Version Date: May 27th, 2022

Classification: Exempt	Department: Warehouse
Pay Type: Salaried	Reports to: Director of Operations
Position Type: Full-Time	Schedule: TBD

Job Summary:

The Warehouse Assistant Manager is responsible for supporting the Warehouse Manager in all aspects of Warehouse operations, including team supervision and training, workflow delegation, inventory maintenance and organization, and facility/vehicle upkeep. Their primary goals are to ensure peak Warehouse operational efficiency and to guarantee the satisfaction of Rosemont's retail market needs. These goals require specialized product care knowledge and proactive oversight of inventory receiving, storage, rotation, and distribution. The Warehouse Assistant Manager will work closely with the Warehouse Manager and Warehouse Lead to develop and enforce best practices for their department, and will collaborate with the Director of Operations, Purchasing Department, and Retail Managers to improve company-wide order communication and fulfillment.

Duties and Responsibilities:

Inventory Management:

- Assisting the Warehouse Manager in the development and implementation of Rosemont's inventory receiving practices to ensure accurate inventory data.
- Providing oversight of all product care, storage, rotation, quality control and food safety standards.
- Supervising daily workflow including order receiving, order picking, product handling and packing, and delivery.
- Working closely with the Warehouse Manager, retail managers, Inventory Specialist, and Buying department to improve accuracy of perpetual inventory systems.
- Accurately filing, processing, and/or transporting all delivery invoices and paperwork, and reporting all monthly invoices claimed by the Warehouse to the Finance Department for reconciliation.
- Communicating order, delivery, and quality discrepancies with the Warehouse Manager and Purchasing Department and Inventory Manager and contributing to an immediate resolution.
- Assisting the Warehouse Manager with the management and coordination of all product delivery logistics.
- Staying current with and engaging with company communications through all channels including but not limited to email, instant message, phone and in person.
- Other tasks as assigned.

Personnel Oversight:

- Supporting the Warehouse Manager in the training, scheduling, and performance management of all Warehouse crewmembers.

- Delegating Warehouse tasks and shift goals to maximize team efficiency and individual contribution.
- Contributing to strategy to improve shift flow, warehouse efficiency and individual contribution.
- Addressing individual performance issues and shift disruptions in the absence of the Warehouse Manager and delivering feedback to the Warehouse Manager for continued management.
- Demonstrating and monitoring performance standards for all Warehouse crewmembers.
- Maintaining a safe and healthy work environment by immediately addressing all safety concerns.
- Assisting with the training and supervision of staff in sanitation, site and equipment maintenance, and proper use of facilities, and ensuring that all warehouse staff are aware of and adhere to Maine Health/Agriculture protocols and regulations regarding personal and tool hygiene, sanitation, cross-contamination, and safe food handling._
- Attending required training sessions as needed.
- Other tasks as assigned.

Warehouse Operations & Equipment Management:

- Clearly transmitting critical production/supply information to other managers and staff through company-wide channels.
- Acting as a channel of communication between the Warehouse Manager and warehouse staff.
- Participating in the strategic development/modification of delivery routes to reduce our environmental impact and provide timely delivery.
- Assisting The Warehouse Manager and Facilities Manager in coordinating routine and emergent vehicle repairs and maintaining detailed repair and incident records.
- Demonstrating and training Rosemont's best practices for vehicle care and operation.
- Informing the Warehouse Manager on needs, challenges and efficiencies relating to Warehouse operations
- Working with Purchasing Department to handle the changing seasonal needs of produce/grocery storage
- Ensuring that all Warehouse spaces are consistently clean, organized, and well maintained.
- Other tasks as assigned.

Required Skills/Abilities:

- Computer proficiency
- Ability to work professionally and collaboratively both with a team and independently.
- Ability to give, receive and apply feedback.
- Focus on continuous improvement
- English language proficiency required.
- Excellent attention to detail, organizational and time management skills.
- Strong customer service and communication skills.

Education and Experience:

- High School diploma or equivalent required, college degree preferred.
- 3+ years of experience in transportation, inventory management, or another directly related field.
- Leadership experience preferred.
- Must have a valid driver's license and a clean driving record.

Work Environment:

- This is a full-time position, requiring a flexible schedule to include days, nights and weekends. The specific hours of employment and locations of work schedule will be determined in conjunction with the Warehouse Manager and/or Director of Operations.
- This is an in-person position, and all work will be carried between Rosemont Headquarters and Rosemont retail markets.
- This position requires extended periods of driving in a box truck and/or sprinter van.
- Moderate to loud noise levels in the production and warehouse facilities.
- Attendance at trainings and certifications may be required.

Physical Requirements:

- Ability to lift 50 lbs. carton or bag frequently and repetitively.
- Ability to bend, lift, twist, squat, and reach frequently and repetitively.
- Ability to stay standing throughout the duration of the shift.
- Ability to sit or stand at a desk for extended periods of computer work.
- Ability to drive a large vehicle and operate Warehouse equipment such as a pallet jack.

The physical demands and work environment characteristics 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.