



Houweling's –Internal Job Description

Position Title: Shipping Supervisor

Department: Shipping

Position Type: RFT

Reports To: GM & Manager QA & Distribution

Pay: Hourly

Location: Mona, UT

Purpose/Objective: Supervises Shipping and Receiving department to ensure our shipments to our customers are managed with quality, efficiently and within company guidelines and all incoming products are processed according to company policy.

Operations Responsibilities:

- Receives and unloads freight both manually or with equipment such as forklifts and pallet jacks.
- Checks for damaged goods; verifies quantity and quality of order and verifies items received with purchase order.
- Wraps, packages, and ships supplies; delivers and retrieves supplies to and from work or storage areas.
- Tags and issues supplies, rotates inventory.
- Communicates clearly and respectfully with co-workers to perpetuate a motivational team environment.
- Maintains cooler area clean and organized at all times.

- Schedule routine inspections of racks, doors, loading docks and trailers.
- Document and report any differences or problems with receivables immediately.
- Comply with all food safety requirements.
- Assist in periodic food safety audits.
- Deliver all goods directly to department head (department that ordered items).
- Collect all receiving paper work and turn into AP daily.
- Inspect all reefers before loading product.
- Ensure truckers have product shipping instructions and all documents.
- Manage shipping crew and enforce all policies and procedures.
- Ensure cooler and loading docks are clean and organized.
- Daily temperature log filled out according to time schedule
- Receive all products into system and compare to daily pack out.



- Ensure all items received are counted and checked against BOL.
- Supervise all Food Safety/regulatory requirements and participates in all audits.
- Review forecast and preplan minimum daily shipment requirements to avoid overloading cooler.
- Maintain and adhere to all worksite safety, food safety, hygiene protocols and compliance standards.
- Files and maintains all paper and electronic records related to shipping and receiving.

Supervisor responsibilities:

- Ensure staff follow established policies and procedures while encouraging quality and continuous improvement.
- Assist in determining staffing requirements, work assignment and schedules. (Production scheduling: OT, Vacation, Absences and other time off)
- Assist in the recruitment of operations employees – interviewing and selection.
- Assist in new hire orientation and training and the ongoing training and development of the operations team.
- Monitor and mentor staff while providing feedback.
- Maintain and adhere to all worksite safety, food safety, hygiene protocols and compliance standards.
- Ensures department employees are trained and adhere to all worksite safety, food safety, hygiene protocols and compliance standards.
- Assist in performance evaluation, promotion, and termination activities.

Skills/Knowledge:

- Strong communication skills(written & verbal)
- Email Communications
- Able to work with Excel and other computer programs.
- Minimum one year forklift experience with certification.

Education:

- High School Diploma

Working Environment:

- Coolers
- Office
- Outside
- Packing Houses



Core Competencies:

- **Decision Making:**
 - Uses sound judgment to make good decisions based on information gathered and analyzed.
 - Considers all pertinent facts and alternatives before deciding on the most appropriate action.
 - Commits to decision.
- **Teamwork:**
 - Interacts with people effectively. Able and willing to share and receive information.
 - Co-operates within the group and across groups.
- **Reliability:**
 - Takes personal responsibility for job performance.
 - Completes work in a timely and consistent manner.
 - Sticks to commitments.
- **Integrity:**
 - Shares complete and accurate information.
 - Maintains confidentiality and meets own commitments.
 - Adheres to organizational policies and procedures.
- **Planning and Organizing:**
 - Plans and organizes tasks and work responsibilities to achieve objectives.
 - Sets priorities. Schedules activities.
 - Allocates and uses resources properly.
- **Availability:**
 - Readily available at any moment to assist with day to day operations.
- **Multi-task:**
 - Be able to handle multiple tasks at the same time.
- **Help with Critical Issues:**
 - Be able to assist Shipping & Receiving Supervisors with any critical issues that affect day to day operations.
 - Recommend ideas on avoiding issues before they arise.