

LOS ANGELES REGIONAL FOOD BANK JOB AD

Job Title: **Warehouse Production Supervisor**
Status: Hourly/Non-Exempt
Location: Los Angeles, California
Supervisor: Warehouse & Logistics Manager

LOS ANGELES REGIONAL



Fighting Hunger. Giving Hope.

Principal function:

The Production Supervisor is responsible for directing all order fulfillment and production activities on a daily basis. The Production Supervisor is also responsible for maintenance and care of all processing, packing, and warehouse equipment, keeping repairs and costs to a minimum. The Production Supervisor is accountable for meeting or exceeding all productivity goals while maintaining Quality Assurance standards.

Supervision Received:

- Receives general supervision from and reports to Facilities & Product Logistics Director.

Supervision Exercised:

- Exercises direct supervision over Warehouse staff and volunteers for all production and order fulfillment requirements.

Principal Duties:

- Supervises and participates in the maintenance of a safe and sanitary work area at all times. Provides training and general direction to ensure compliance with chemical use, equipment use, and Standard Operating Procedures.
- Regularly maintain Production Reports in NAVISION
- Responsible for the daily execution and completion of the production schedule for all production areas.
- Ensure QA checks are being performed correctly and report any issues to the Warehouse Manager immediately.
- Verify that all produce or product materials are correct and maintain records and reports documenting any excess damage, discard, or other issues. Keep damaged product and overflow areas clean and organized.
- Maintain AIB standards and follow GMP practices in designated production areas.
- Make sure that staff or volunteer personal items are kept in their designated locations.
- Make sure all staff or volunteers are following food safety guidelines and safety rules and report any accidents or safety issues to the Warehouse Manager immediately.
- Report any unsafe work conditions to the Warehouse Manager, even if they can be self-corrected.
- Monitor and assist when needed on all preventive maintenance issues and equipment and ensure that is being completed and/or reported in a timely manner. Take weekly cycle counts and a month end Inventory for programs, EFAP, TFAP, USDA, and donated inventory
- Produce and maintain accurate and real time Inventory and receiving data. Manages paperwork flow dealing with inventory and production
- Ensure that forklift drivers are performing their daily inspections and keeping their lifts clean.
- Ensure that forklift drivers are handling pallets of product in an efficient manner and keeping damage to a minimum.
- Ensure that when new processes have been put in place that all staff and volunteers have been trained.
- Helps oversee orderly production processes such as gleaning incoming produce and other perishable items.
- On occasion will supervise product receiving and storage
- Participates in monthly inventory, ensuring its accuracy
- Performs other such duties as assigned by supervisor

Qualifications:

- Minimum High School diploma, some college or other additional education/training preferred.

- Minimum six (6) years' experience in food processing, food distribution, or similar manufacturing environment, with two (2) or more years' in supervisor capacity. Two years' experience with AIB, HACCP, GMP, required.
- Bilingual English/Spanish required.
- Ability to supervise others and work with minimum supervision.
- Complete knowledge of warehousing, sanitation and food and general safety practices and procedures.
- Certified for use of forklift and pallet jack (manual & electrical), for occasional use.
- Ability to read and interpret documents such as safety rules, job procedures, maintenance instructions and other documents.
- Must be detail oriented and organized.
- Ability to interpret a variety of instructions furnished in written, verbal or schedule form.
- Consistent; demonstrates ability to be at work on time and with few unplanned absences

Benefits:

We offer a competitive benefits package:

- Medical, dental, vision, flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability
- 403(b) retirement savings plan- 50% match up to 3% of comp
- Employee Assistance Program
- Vacation: 2 Weeks
- 9 paid Holidays
- Vacation: 2 Weeks for the first 3 years
- Sick time: 9 days per year

If interested in this position, please apply directly at jobs@lafoodbank.org with résumé.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

To learn more about the Food Bank check out our YouTube video:

https://www.youtube.com/watch?v=oMmy0NBhw8&list=PLIA0WX5PAfgA_ZjX9hJfOxBbQbDENL5Yd&index=5

The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer".