



# JOB DESCRIPTION

## Storeroom Supervisor

### Summary

The Storeroom Supervisor oversees and coordinates activities in the storeroom. The supervisor manages workers who order, receive, and store inventory, and who issue or ship materials. Storeroom Supervisor also ensures that stocks and supplies are adequate and are stored in a manner that preserves their quality. Storeroom Supervisor plans the layout and design of the storeroom, considering factors such as stock turnover, size, and weight. Storeroom Supervisor communicates with other levels of management and makes recommendations regarding nonusable, slow-moving, and excess stock. Storeroom Supervisor also resolves discrepancies between inventory and stock-control records. Storeroom Supervisor must also be aware of and put into practice safety procedures ensuring the safety of their employees.

### Principal Working Relationships

- Supervisor: Supply Chain Manager
- Others: Human Resources, Accounting, Ag Personnel, Engineering, Maintenance and Operating Personnel, Contractors

### Essential Job Duties

- The Storeroom Supervisor supervises all aspects of the Storeroom and on hand inventory.
- The Storeroom Supervisor supervises a crew that is responsible for operation of the Storeroom. This individual is expected to lead, motivate, discipline, train, hire, communicate with others, and solve problems.
- Monitor and control the morale and discipline of personnel.
- Train personnel and assure they are knowledgeable and competent in their assigned jobs.
- Assure that all work areas are kept clean within the food safety, feed safety, and sanitation guidelines.
- Write and/or complete procedures, reports and paperwork as required. (Must be able to certify understanding of environmental requirements.)
- Develop the leadership, process and mechanical skills of self and others through training.
- Use people, time, equipment, and material in the most efficient manner.
- Report mechanical, electrical, instrumentation, environmental, food safety, feed safety, and operational problems, and unsafe conditions to management.
- Other duties as required by the business.
- Implement and require strict adherence to all company policies and all safety, food safety, feed safety, and sanitation rules and programs.

### Qualifications

- Demonstrated technical and management expertise, gained through some combination of on-the-job experience and/or professional training, sufficient to excel at the Summary and Essential Job Duties listed above.
- Five years of Storeroom related experience required.
- Should be motivated, willing, enthusiastic, and promotable.
- Good attendance, safety, disciplinary, and overall employment records.
- Ability to communicate and work cohesively with others.
- Demonstrated leadership qualities, and planning/scheduling skills.
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

### Physical Demands and Expectations

- Lift
- Bend
- Walk
- Climb Stairs

### Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name

Signature

Date