



## **Warehouse Manager – Poynette, WI**

### **GENERAL SUMMARY:**

Supervise all labor, material and work performed necessary to promote an efficient and prosperous warehouse. Responsible for leading and developing the maintenance department including all equipment, machinery and maintenance personnel.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Maintain an open line of communication with employees.
- Require from subordinates, supervisors and other key personnel the highest degree of work performance.
- Inform the General Manager of all labor situations in the warehouse.
- Maintain all warehouse equipment, order parts and materials to achieve this goal.
- Supervise all phases of warehouse inventory, including storage stage, labeling and shipping details.
- Maintain complete and accurate records of all labeling and shipping orders.
- Oversee subordinates to ensure correct labeling and shipping orders.
- Cooperate with the General Manager to minimize costs whenever possible.
- Maintain and utilize safety practices by correcting unsafe acts, inspections and plant safety programs.
- Interpret and administer company policies and procedures.
- Supervise the proper handling of products and supplies in the warehouse with respect to inventories and shipments.
- Assist with the preparation of budgets and costs for warehouse operations.
- Supervise the proper handling of products and supplies in the warehouse with respect to inventories and shipments.
- Assist with the preparation of budgets and costs for warehouse operations.
- Ensure employees maintain work area in a clean and orderly manner.
- Responsible for leading and developing the maintenance department including all equipment, machinery and maintenance personnel.
- May perform other duties as assigned by the General Manager.
- Ensure all personnel follow Lakeside Foods established policies and procedures for their job, as described in the training manual and orientation program.
- Notify General Manager immediately if any unsafe or potentially hazardous conditions are discovered.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

### **Knowledge:**

- A four year degree is preferred or five years equivalent experience.
- Should have overall knowledge of warehouse operations and equipment. Previous experience in a supervisory capacity would be beneficial.

### **Language Skills:**

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, customers and the general public.

### **Mathematical Skills:**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratios and percent.

### **Reasoning Ability:**

- Ability to apply solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram and schedule form.

## **TEAMWORK AT LAKESIDE (TAL):**

- Through individual and team efforts, enthusiastically work toward the continuous improvement of his/her job, work area, department and Lakeside as a whole. Fully participate in TAL by "living" Lakeside's Standards of Conduct and being an active member of operational and project teams. By action and work, clearly and visibly demonstrate the spirit of teamwork, cooperation and respect for others in all business transactions and exchanges.
- Proactively create an environment that clearly and sincerely encourages the spirit of TAL in all areas of responsibility.

## **PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee is regularly required to stand, walk, and use hands and fingers.

## **WORK ENVIRONMENT:**

The noise level in the work environment is usually quiet.

### **Interested applicants should contact:**

Lakeside Foods, Inc.  
Attn: Dave Greenwood  
808 Hamilton St  
P.O. Box 1327  
Manitowoc, WI 54220  
or e-mail: [lakeside@lakesidefoods.com](mailto:lakeside@lakesidefoods.com)  
An Equal Opportunity Employer