

Warehouse Supervisor UF4117

Job Overview:

The Warehouse Supervisor will provide support to the management team and the daily oversight of employees and key warehouse functions.

The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities and client requirements.

General Responsibilities:

- Supervise warehouse staff and daily activities.
- Manage, evaluate, and report on warehouse productivity.
- Track and coordinate the receipt, storage, and timely delivery of goods and materials.
- Order supplies and maintain suitable inventory levels.
- Check proof of deliveries against items actually received and inventory for accuracy.
- Maintain records, report relevant information, and prepare any necessary documentation.
- Ensure compliance with basic maintenance standards and health and safety regulations.
- Perform a daily inspection of the warehouse grounds.
- Coordinate and maintain warehouse equipment and service records.
- Communicate and coordinate with other department leadership and staff.
- Understand and comply with all Sodexo policies and procedures.
- May perform other duties and responsibilities as assigned.

Job Qualifications:

Experience/Knowledge:

- High School diploma, GED, or equivalent experience required.
- At least 1 year in a supervisory role or similar work-related experience required.
- Experience in optimizing warehousing processes preferred.

Skills/Aptitude:

- Excellent organizational and time management skills.
- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with

professionalism and respect.

- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Ability to use a computer.

License/Qualifications

- Ability to obtain in-house forklift certification
- Possess a valid driver's license if assigned to drive a vehicle.

General Qualifications:

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- Attends work and shows up for scheduled shift on time with satisfactory regularity in light of Sodexo time and attendance policy and/or client operating hours.
- Ability to work a flexible schedule if needed.
- Must comply with any dress code requirements.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus, with or without corrective lenses
- Significant walking or other means of mobility
- Ability to work in a standing position for extended periods of time, up to 8 hours
- Ability to reach, bend, stoop, push and/or pull and frequently lift up to 35 pounds. Occasionally lift/move 40 pounds.

Working Conditions (may add additional conditions specific to defined work location):

- Generally, the duties of this job are performed in an indoor setting in a controlled, temperate environment; however, may participate in outside activities and events and be exposed to heat/cold
- The noise level in the work environment is usually moderate to loud
- Wears protective clothing and/or Personal Protective Equipment required by the work environment or governmental regulations

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee _____

Date _____

Manager _____

Date _____