**Distribution Supervisor – Graves Receiving**

**Job Posting**

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| **Posting Date:** | August 28, 2024 |
| **Application Deadline:** | Friday, February 16, 2024, by 4:00pm |
| **Eligible Candidates:** | Internal applicants |
| **Scheduled Days:** | Sunday, Wednesday, Thursday, & Friday (Graves) |
| **Scheduled Hours:** | 8:00pm to 6:00am |
| **Department:** | Receiving |

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**Summary:**

The **Distribution Supervisor** is responsible forleading teams of assigned shift in completing all orders, workflow, and adhering to product quality and safety of set standards, expectations, policies, and procedures. Oversees the performance of the team, quality of all orders, delivery times, and customer satisfaction. Monitors and plans labor needs, enforces all operational standards and procedures for best safety and quality of services, and manages team development and improvements as needed.

**Essential Functions:**

* Leads and guides team in accomplishing work objectives within the unit(s). Coaches, inspires, rewards, and recognizes team. Sets clear goals and objectives, sets performance expectations, and holds team accountable for achieving results.
* Leads, coaches, and motivates team to meet all operational needs of tasks and develops highly efficient teamwork in collaboration and skill development. Adheres to all laws, regulations, company values, policies and procedures. Develops and holds team accountable to meet work responsibilities and performance expectations.
* Oversees recruiting needs of team, process improvement, and correction actions. Measures and communicates performance metrics of team. Ensures the skill development and organization initiatives are met. Creates and fosters a work environment which is safe, consistent, and meets operational needs.
* Manages labor needs for shift coverage and order demands. Ensures team is adhering to all safety rules and best performance practices. Makes sure all orders meet expectations, delivery schedules are met, and customers are satisfied with product quality and delivery within designated expectations.
* Resolves team, production, and/or customer concerns. Identifies areas for improvement, develops a plan to eliminate issues, and to enhance operational capacity when needed.

**Candidate Requirements:**

* 3-5 years of previous experience leading, coaching, and developing team(s) in warehouse operational needs.
* Proficient communication skills (Verbal & Written).
* Intermediate decision-making skills to resolve operational and team member concerns.
* Expert knowledge and skills in quality control/assurance of grocery wholesale distribution.
* Intermediate skills in enhancing team performance and skill development.
* Basic coaching and leadership skills.

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| **Internal Candidates:** | Submit internal application to Team Services. |
| **Additional Information:** | Contact Team Services, Darryl Moody, or Terri Jensen at (801) 786-8858. |