



G & S Foods is seeking a 1st shift Warehouse Lead. This is a **direct hire, full time position** with **excellent benefits including a \$750 sign-on bonus, attendance bonuses, and employee appreciation events!**

The Warehouse Lead will oversee all of the warehouse operations including, but not limited to: Employee Performance Management, Team Building, Employee Training, Inventory Management, Forklift Operating, Customer Service Management, Safety Compliance, & Quality Control.

Responsibilities:

- Move, store and control inventory to and from warehouse locations to assure proper storage and inventory control
- Unload and receive in-bound freight, inspect and mark material as required
- Use scanning equipment, as required, to register bar codes for tracking freight in Warehouse Management System
- Sorts and places products on racks, shelves, or bins according to predetermined locations
- Assemble orders from stock and stages orders for shipping
- Assist with physical inventories by use of scanners
- Ensure proper stock rotation by following lot number identification
- Perform cycle counts as required.
- Safely, effectively, and efficiently operates material handling equipment as required to perform daily duties/responsibilities.
- Ensures that all freight paperwork is complete, accurate, legible, and processed in a timely manner
- Prepare labels, tags, instructions and bills of landing to assure material shipped reaches the correct destinations
- Ensures safe and proper loading of freight to minimize the possibility of damaged freight

Leadership responsibilities:

- Team Building – Support and encourage a fluid and flexible team of employees through attitude, recognition, training, & monitoring daily activities and workload.
- Training – Provide training for new employees and selectively cross train current employees to benefit the team and work day.

- Performance Management – Monitor employee performance in safety, accuracy, and productivity. Address good/great performance and poor/below standard performance with team members.
- Direction & Delegation – Regularly assess and monitor the daily workload and adjust labor resources in a strategic and meaningful way to benefit our customers, the company, and our employees.

Required Skills:

- Previous supervisory or leadership experience in a distribution or warehouse environment required.
- Strong communication, leadership, interpersonal, and organizational skills are required to effectively supervise the warehouse activities and work with employees throughout the organization.
- Must have the ability to utilize courtesy and tact in interactions with department and Company personnel in the exchange of information and resolution of problems.
- Must be able to proficiently perform the basic functions of all warehouse jobs including loading and unloading trailers, inventory, and cycle counts.
- Must have excellent knowledge of safety practices and GMP's in order to enforce employee compliance with procedures.
- Must possess previous experience with warehouse management systems and Microsoft Windows programs.
- Must possess good problem-solving and decision-making skills to resolve issues quickly to maintain a proficient operation.
- Must be able to analyze data from various reports and make decisions to increase the efficiency of the department.

We offer:

- A \$750 sign-on bonus
- Great work/life balance - stable work schedule
- Room for advancement
- Exceptional insurance benefits
- Attendance bonuses
- Referral bonuses
- Employee appreciation events

Why G&S Foods?

G&S Foods' reputation for quality and service is reflective of the dedicated employees who are responsible for the company's continued success. Our continued recognition and growth as a

leading co-packer and private label manufacturer of salty snacks is attributable to the remarkably dedicated individuals who work within our organization. **We are committed to keeping the following promises to all our valued employees.**

- All employees will be treated equally and with respect, honesty, and integrity.
- Our working environment will be collaborative and supportive.
- Everyone has a voice.
- Your contributions will be appreciated and recognized.
- We will strive to provide you with the tools you need to succeed.
- We are committed to individual development.