

## **Job Description – Facility Manager, Portsmouth**

Location: Portsmouth Logistics Center  
Reports To: Chief Operating Officer

### **Summary:**

Responsible for directing activities of an ambient storage warehouse by managing staff, delegating duties, and coordinating with Leadership Team. The ideal candidate will exhibit a willingness to learn and grow with the company and embody the Cultural Keystones through their management of the Portsmouth Logistics Center.

### **Responsibilities:**

- Communicate clearly with customers to ensure coordination of customer demands with warehouse activities
- Ensure customer requirements are communicated throughout the organization
- Work closely with contract packagers and InterChange contract packaging partners to ensure the smooth flow of information and materials to meet growing customer demands.
- Assist the Human Resources Department with recruiting, interviewing and hiring hourly Warehouse Team Members by utilizing direct hire and temporary employee hiring practices
- Coordinate new employee orientation as per the *Employee Orientation Checklist*, including benefits communication, company policy introduction, safety training, etc
- Directly manage & supervise Warehouse Team Members, Lead Persons, and Supervisors
- Appraise performance for all team members under the position's direction
- Monitor employee morale and other employment related issues, keeping Leadership Team aware of any items that may be of concern
- Reward and counsel Team Members, in accordance with InterChange policies
- Work with Leadership Team to communicate changes in benefits plans and all other company policies
- Take responsibility for safety within the entire scope of the operational assignment, with direction from the COO
- Maintain and continue to develop established operational procedures for activities such as verification of incoming and outgoing shipments, handling and disposition of materials, and keeping warehouse inventory current
- Develop, implement, and maintain comprehensive programs in the areas of safety, industrial hygiene (GMP), Food Safety, Organic Processing, environmental health, and fire safety; develop preventive programs to identify and reduce risks from potential hazards in the workplace, and to comply with OSHA and other regulatory agencies
- Develop methods of efficient space utilization
- Plan and manage the receipt, storage, issuance and disposal of all items, including items requiring specialized handling
- Plan and manage the rotation of stock, when applicable
- Manage and participate in periodic inventories

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- Ensure handling of hazardous materials, such as chemicals, complies with State and Federal regulations
- Assist Leadership Team with any necessary compliance corrective actions and retain all associated documentation
- Oversee maintenance and preventative maintenance of warehouse building, equipment, and grounds
- Coordinate service contracts with outside vendors for maintenance services
- Inspect physical condition of warehouse and equipment
- Prepare work orders for repairs and requisitions for replacement of equipment
- Other duties as assigned

### **Qualifications:**

- Knowledge of warehousing operations including receipt, storage, issuance, and distribution of a wide variety of commodities
- Knowledge of computerized inventory control and inventory practices, such as Navision
- Knowledge of bar code scanning equipment and systems
- Knowledge of managerial/supervisory methods, principles and practices
- Knowledge of commercial shipping methods, terminology and equipment
- Knowledge of public and contract warehousing
- Knowledge of warehouse distribution principles
- Knowledge of warehouse inventory control systems and procedures
- Ability to analyze pertinent factors related to stock and inventory control
- Ability to develop and maintain effective working relationships
- Ability to manage/supervise warehouse staff in the performance of material receipt, storage, shipping/distribution, and record-keeping functions
- Ability to multitask
- Ability to coordinate and schedule the work activity for assigned personnel

### **Training and Experience:**

1. Any combination of training and experience equivalent to completion of a 4-year college degree and three (3) years of warehousing experience in a moderate size warehouse.
2. General knowledge of warehouse shipping, receiving and inventory control procedures for a wide variety of commodities.
3. Five (5) years of supervisory experience is required.

### **License/Certificates:**

- Possession of a valid state driver's license is required.

*This job description reflects management's assignment of essential functions and nothing in this job description restricts management's right to assign or reassign duties at any time.*