

CASUAL FOOD AND RETAIL WAREHOUSE SUPERVISOR

Location: Cape May, NJ

Hourly Rate: \$12.50 - \$15.00

Opening Date: January 27, 2020 Closing Date: Until Filled

I. POSITION SUMMARY

This position is responsible for receiving, storing, maintaining, and distributing inventory control items and support products. This position is responsible for supervising persons assigned to the Food and Retail warehouse, observing and enforcing all established FDA Model Food Code, Alcohol Storage, Transportation and Distribution guidelines; safety procedures and work rules to protect self and co-workers; and for maintaining all necessary procurement and related documents. Work is performed at the Cape May Terminal under the direction of the CMLF Warehouse and Purchasing Manager.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain the highest consistent standards for food safety and handling.
- Ensure all employees adhere to DRBA and CMLF policies and standards.
- Provide effective leadership for day-to-day warehouse operations.
- Supervises personnel assigned to the Food and Retail warehouse.
- Receives and checks supplier shipments of food, beverage, alcohol and retail products into the Food and Retail Warehouse. Maintains inventory records and conducts periodic physical inventory both in warehouse and in remote locations such as vessels and/or other areas as necessary.
- Makes local purchases as needed to support the operation.
- Takes and records temperatures of temperature sensitive products. Maintains a log of all shipments for FDA inspections. Maintains a safe, clean, orderly warehouse and comply with all regulation including EPA regarding storage of oils and chemicals.
- Provides the highest level of customer service and professionalism to all internal and external customers.
- Ensures all food and retail items, including alcohol, are removed from and returned to a vessel being taken offline or being returned to service.
- Perform additional tasks as assigned by the CMLF Purchasing and Warehouse Manager at any time
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner
- Assist with Special Event setup when needed

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of all local, state and federal laws, regulations, and certification requirements applying to Storage, Transportation and Distribution of Alcohol
- Knowledge of materials, supplies, and equipment in the facility storeroom

- Knowledge of store keeping and warehouse methods, practices, and principles
- Knowledge of personal computers
- Ability to lift heavy objects of up to 50 pounds with proper techniques, and assistance
- Ability to communicate effectively, both orally and in writing
- Ability to supervise, lead and motivate personnel
- Ability to provide excellent customer service

IV. REQUIRED EDUCATION AND EXPERIENCE

- Must be at least **21** years of age
- High school diploma or equivalent or equivalent related experience
- Two (2) years store keeping or warehousing experience, five (5) years preferred
- Food service experience preferred
- Supervisory experience preferred

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid driver's license
- Ability to obtain Serve Safe certification
- Ability to obtain Transportation Worker Identification Card (TWIC)

VI. SPECIAL REQUIREMENTS

- Subject to a pre-employment drug test, and background investigation
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Willing and available for duty at such hours, day, or night, as may be required in order to maintain continuous operation of this facility
- Equipment Used In Job Performance
 - Materials handling equipment including pallet jack, hand truck, and storage equipment
 - Motor vehicles with automatic and manual transmissions
 - Hand-held fixed two-way communications equipment
 - Office equipment including copy machine, printers, and calculators
 - Portable and semi-portable firefighting equipment
 - Telephones
 - Personal computer with accounting, and inventory control software

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, you also have the option of attaching a resume to the completed application.