



POSITION DESCRIPTION

JOB TITLE:	Warehouse Supervisor
DEPARTMENT:	Supply Chain (Warehouse)
REPORTING TO:	Warehouse Manager

Welcome to the unexpected delight of plant-based exploration! We're the creators of a revolutionary cheese alternative that tastes, shreds, melts and stretches like traditional cheese. Today, as plant-based food grows in popularity, that spirit of innovation continues to inspire our team.

We believe in pioneering plant-based breakthroughs that delight people and planet. Our portfolio of great tasting foods provide an opportunity for everyone to gather around the table, whether you have food allergies, are flexitarian, vegan, vegetarian, or just plant-based curious!

We're one big family of food-loving Daiyans, and we're always on the lookout for people who share our passion, our vision, and our ability to make each other smile.

SHIFT: AM Shift – 6:30am to 3:00pm (Monday to Friday), with occasional OT.

SUMMARY:

Our **Warehouse Supervisor** manages Warehouse Associates in the area of Shipping/Receiving and WIP (Work In Process) in accordance with plant policies and procedures to efficient flow of goods into the facility to materials are received in a timely manner to ensure scheduled production levels are met at the highest quality output. Ensure smooth operations in receipt and shipment of materials during shift to eliminate impact on production schedules.

Supervisors will ensure that manufacture of products is carried out in accordance with internal and external standards and in compliance with Good Manufacturing Practices, HACCP and SQF requirements along with Work Safe BC standards.

DUTIES AND RESPONSIBILITIES:

- Supervise Warehouse Associates in accordance with plant policies and procedures to ensure incoming materials are efficiently received and stored in the facility.
- Provide efficient staging of all raw materials required to keep production cooking on schedule.
- Ensure all Team Members respond to requests for materials from the cooking and production lines as top priority.
- Guide team to receive raw materials including packaging and enter into company software (Syspro).
- Lead team to accurately enter and process receiving paperwork and forward to Finance.
- Review and check dry materials for compliance to SQF standards.
- Champion a safety first work environment and ensure clearly defined Company policies and procedures are strictly followed.
- Responsible for shift schedule to include: work station assignments/rotations, Team Member training and cross-training, vacations and breaks, overtime assignment and shift rotations.
- Ensure all Team Members operate within standard operating procedures (SOPs) and Job Safety Standards.
- Promote a positive working culture that supports the Company's philosophy of inclusion and is based on open and honest dialogue and involvement of all Team Members that values their input and engagement in improving performance. Communicate with other Shift Supervisors and Plant Manager.

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- Provide input and suggestions for improvement to the Plant Manager regarding maintenance receiving, materials storage and appropriate staffing levels.
 - Ensure all Team Members are properly trained in their primary job function and are cross-trained in other Warehouse Associate Duties. Ensure each Team Member receives timely feedback on an ongoing basis. Bring training concerns and performance issues to the attention of the Plant Manager and HR. Work with QA to ensure suitable follow-up safety training is provided to new hires.
 - Schedule and conduct shift meetings.
 - Keep the Warehouse clean to guarantee no contamination or loss of materials.
 - Approve Team Members hours worked and vacation requests using company system software. Ensure successful completion of shift paper work.
 - Carry out any relevant duties as directed by the Plant Manager or Production Manager.
 - Carry out other duties as required.

EXPERIENCE:

- At least five (5) years experience including three (3) years in a supervisory role in a food
- Knowledge of and demonstrated ability to implement HACCP, SQF, SOPs, SSOP's, GMPs, and preventative maintenance programs applicable to food production and food safety principles.
- Able to work autonomously with minimal supervision.
- Must have Reach truck Class 2 Certification

RELATED SKILLS, KNOWLEDGE AND ABILITIES:

- Relevant experience in manufacturing processes.
- Strong working knowledge of Microsoft applications including Outlook, Excel, Word, etc.
- Strong leadership and motivational skills.
- Demonstrated analytical, problem solving and decision-making abilities.
- Ability to prioritize under the pressure of tight deadlines.
- Ability to persuade and positively influence at all levels of the organization.
- Able to deal tactfully and efficiently with all enquiries.
- Strong organizational and time-management skills.
- Strong English written and oral communication skills.
- Strong interpersonal skills; able to work independently and as a part of a team.
- Ability to handle multiple projects in a fast-paced environment.

BENEFITS:

- Competitive compensation
- Extended Health benefits fully paid by Daiya for your family
- 3 weeks' vacation
- RRSP matching your retirement contributions
- Annual personal health and wellness fund
- Fun and creative environment
- Inspiring and innovative work
- Smart and passionate teams
- Making people and the planet a healthier place

HOW TO APPLY

Please submit your application to careers@daiyafoods.com with "Warehouse Supervisor" on the subject line.