

Meals on Wheels Western Michigan

Job Title:	Distribution Supervisor
Department:	Delivery and Distribution Department
Reports to:	Delivery and Distribution Manager
Primary Location	Distribution Area

FLSA Status	Non-exempt
Prepared by	DW/DH/ARH
Approved by	ARH
Date	01/27/17

Basic Function:

Supervising the daily staging and distribution of all HDM product. Oversight of all resources used in this process.

Essential Duties and Responsibilities

- Supervise daily distribution of HDM food and supplies
- Provide support to distribution staff
- Schedule personnel
- Assist in maintaining physical and electronic records
- Produce any needed reports
- Maintains clean and organized work environment
- Other duties as assigned
- Measure results through metrics

Skills

- Able to multi-task and/or switch job duties quickly
- Must work well in groups
- Excellent communication skills
- Excellent decision making and problem solving skills
- Ability to work with minimal supervision
- Time management
- Basic supervisory knowledge
- Proficient in English reading comprehension

Education/Training/Experience Required

- High School Diploma or GED
- Must be 18 years of age or older
- Basic computer skills
- Valid Driver's license
- Knowledge in logistics and/or food handling preferred

Physical Demands

- Ability to lift 50 pounds
- Ability to sit for extended periods of time
- Lifting, twisting, bending.

Work Environment

- Work environment will have a moderate level of noise
- Work environment will have changes in temperature and moisture from season to season
- Work environment will include commercial walk-in Cooler and Freezer
- Schedule is generally Monday through Friday 5:30 am to 1:30pm and subject to change

*** All qualified candidates will receive consideration for employment without regard to race, creed, color, religion, national origin, sex, handicap, marital status, height, weight, or age. ***