



## Shipping & Receiving Supervisor

Authority: Reports to: Supply Chain Manager  
Direct reports: Shipping Lead & Receiving Lead  
Position backup: Shipping Lead, Supply Chain Manager, Operations Supervisor

Mission: *To ensure shipments are accurately and efficiently executed according to schedule and customer requirements.*

### Shipping

- Verifies finished product inventory is accurate and sufficient to support scheduled shipments.
- Coordinates shipping schedule with production scheduling to ensure the right loads are packed, tempered, and staged for shipping.
- Accepts or rejects shipping containers based on food safety and quality standards and documents accordingly.
- Reviews shipping documents to ensure everything is accurate and in order.
- Communicates in advance to shipping team any exceptions to shipping procedures.
- Verifies all product left off containers is accounted for or dumped for rework by initiating conversation with Supply Chain Manager to make a decision.

### Receiving

- Coordinates with pit crew and scale desks daily receiving schedule.
- Communicates through constant updates with scale desk on load status.
- Coordinates receiving of product based on quality concerns.
- Ensures product is received in appropriate storage to avoid mixing of different varieties.
- Makes quick decisions when receiving plan needs to be adjusted due to quality or equipment failures.
- Provides support/coverage during receiving season to allow us to meet our receiving goals.

### Supervision

- Schedules the day-to-day work duties of crew.
- Verifies that any product/equipment damage is reported and addressed.
- Monitors the progress and quality of daily work assigned.
- Coaches, develops, and serves as resource to direct reports.
- Reassigns work schedules when employees are absent.
- Approves employee time off requests.
- Holds regular tailgate meetings to keep crew informed of work developments and company information.

### Fumigation

- Coordinates fumigation moves based on production or shipping needs.
- Conducts fumigations as needed during the day. Otherwise schedules fumigation hand-off to Operations Supervisor for swing shift fumigations.
- Ensures that all safety checks are followed prior to, during and post fumigations.
- Monitors post fumigation concentrations to ensure efficient fumigations have been executed.
- Ensures all fumigation equipment functions as per manufacturer specs.

### Safety



- Holds employees accountable for creating a safe work environment and following the requirements of our IIPP.
- Reports work injuries and assists with investigation and root cause analysis.
- Conducts tailgate safety trainings relevant to the day-to-day circumstances.
- Submits all safety records and documentation to the Safety/People Operations Coordinator.
- Corrects/disciplines workers for failure to comply with safe work practices in consultation Safety/People Operations Coordinator.

### **Administrative Duties & Professional Development**

- Ensures all shipping documentation is accurately completed and is entered into the system.
- Ensures all documentation is filed according to standard.
- Informs Payroll Specialist and Safety/HR Coordinator in advance of plant staff level, shift, and job changes.
- Sets regular times for planning, administrative duties, and required paperwork for the job.
- Serves as liaison with employees and the office on various administrative issues.
- Attends meetings as requested.
- Works with Supply Chain Manager to create a personal action plan for continued growth and professional development.
- Attends developmental training workshops and seminars as directed by Supply Chain Manager.

### **POSITION REQUIREMENTS:**

#### **Education:**

- High school diploma or equivalent.
- Holds QAC or QAL license for fumigations.
- Formalized training in the areas of supervision, food safety, production, quality, or other topics related to a food production environment.

#### **Experience:**

- Minimum three years supervising a production or shipping crew in a manufacturing environment (food facility preferred).
- Two years or more of forklift operation, preferred.
- Experience performing basic office/administrative tasks such as creating employee work schedules, reviewing crew timekeeping records for approval, completing required forms related to production, quality, safety, and crew performance documentation, maintaining an organized filing system, and other similar tasks.
- Experience coordinating safety requirements of an injury and illness prevention program (safety inspections and corrective actions, tailgate trainings, PPE enforcement, reporting injuries)

#### **Knowledge, Skills, Abilities:**

- Working knowledge of food safety GMPs and HACCP requirements.
- Proficient with Microsoft Office, Excel, Word, PowerPoint.
- Adapts well to changes in the work environment; ability to effectively deal with frequent change, delays or unexpected events.
- Bilingual in English and Spanish.
- Knowledge of effective employee supervision and employee relations practices.
- Effective organizational, time management and administrative skills.
- Must consistently demonstrate positive interpersonal and teamwork effectiveness.



- Ability to conduct small group trainings and facilitate crew meetings.

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