



Westerner Park is Western Canada's Event Centre...Your Home for Celebration! We provide premier facilities and service for agriculture and trade, sports and entertainment, conferences and meetings. We are community and team focused and continually growing. Under the direction of the Executive Chef, The Warehouse Supervisor is a key member in our Catering and Banquet department. The Warehouse Supervisor oversees and coordinates daily warehousing activities. He/she implements production, productivity, quality and client and guest service standards and achieves the appropriate level of volume within time limits

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Executive Chef, the Warehouse Supervisor is responsible for but not limited to, the following duties:

- Supervisory responsibilities for stock clerks and porters;
 - Oversee their work
 - Participate in determining staffing levels and assigning workload
 - Provide training such as purchasing, procurement and inventory management
 - Participate in employee evaluations and disciplinary actions
 - Communicate Job expectations and coach employees
- Purchasing and Inventory Management;
 - Achieve high levels of guest and client satisfaction through excellence in purchasing raw materials, receiving, identifying, dispatching and assuring quality of goods
 - Organize and maintain a clean inventory and storage area
 - Ensure shipments' and inventory transactions' accuracy, recording in accordance with company policy
 - Update pricing and inventory; maintain accurate goods costing inventory
 - Resolve material discrepancies, outstanding orders and manage warranty claims
 - Keep records and create reports regarding supply costs
 - Identify areas of improvement and establish innovative or adjust existing work procedures and practices
 - Receive orders and coordinate activities with departments
 - Expedite and follow up with suppliers to schedule deliveries
- Safety and infection control;
 - Monitor and manage all safety and infection control requirements in the warehouse
 - Report any deviation from standard protocol following standard company procedures
- Revenues;
 - Monitor and manage inventory and resource costs through active participation in budget development and compliance
 - Seek innovative ways to maintain profit margins through service



CORE COMPETENCIES

- Guest and client service and quality orientation
- Professionalism and problem solving skills
- Team centric & positive attitude
- Accountability and dependability
- Excellent oral and written communication skills
- Ability to build, operate and maintain a computerized inventory and purchasing system, source price quotations and prepare requisition orders, reconciling with inventory records
- Ability to work under pressure and as part of a team

PHYSICAL DEMANDS & WORK ENVIRONMENT

- Occasional environmental exposures to extreme cold and heat
- Must be able to transport up to 60 pounds on occasion, and up to 35 pounds regularly.

EXPERIENCE & QUALIFICATIONS

- The ideal candidate must be motivated, enthusiastic, and able to multi-task
- High School Diploma or equivalent
- Basic computer skills, Microsoft Office Suite is an asset
- Oral and written language skills
- 2-3 years' experience in a warehouse setting is preferred
- Must possess good organizational, communication, problem-solving and decision-making skills
- Must be able to bring correct footwear for safety
- Able to work flexible hours to accommodate business requirements, including early mornings, evenings, weekends and holidays

AFFILIATIONS Member of Westerner Employees Association

RATE OF PAY \$19.62 — \$23.80

TO APPLY Please email your Cover Letter and Resume to Human Resources with your name and the name of the position you are applying for in the subject line to HR@westernerpark.ca

This job description is not intended to be all inclusive. Personnel may perform other related duties as requested to meet the ongoing needs of the organization.