



BROETJE ORCHARDS

Job Description – Shipping-Dock Supervisor

Broetje Orchards is now seeking an experienced Shipping-Dock Supervisor to help coordinate and supervise the activities involved with preparing and loading product for shipment. The Shipping-Dock Supervisor will play a pivotal role working with production, quality control, shipping and sales to ensure that product is evaluated, selected and loaded based on customer expectation and grade requirements. Responsibilities will include order review, inventory control, logistics, evaluating product, and supervising staff. The ideal candidate will have working knowledge of processing, preparing, and shipping orders for domestic and international customers. The Shipping-Dock Supervisor requires someone who is a team player, group decision maker, helpful problem solver, and strong communicator. This position will help support the company's food-safety certification programs and company's worker-safety program. The candidate should be a motivated self-starter. Some travel is required to attend industry and/or educational meetings. This is a year-round position located near the Tri-Cities. This position reports to the Broetje Orchards Shipping & Receiving Manager.

Broetje Orchards is one of the largest family-owned and operated tree fruit company's – growing, packing, shipping, and marketing over 6 million boxes of apples a year. Our mission to be "*a quality fruit company committed to 'bearing fruit that will last'*" (Jn 15:16 NIV) is grounded in a "servant leadership" management approach. Broetje Orchards pursues a socially responsible business agenda, promoting social, economic and spiritual development opportunities for all of our employees and families.

* The specific job responsibilities and duties may shift and change over time depending on circumstances.

Strategic responsibilities include:

- Accountability: model and promote Broetje Orchards' mission, vision, and core values of love, community, respect, compassion, and purpose.
- Technical Experience: schedule and execute loading activities with efficiency; track orders, prepare loads, and manage inventory; working knowledge of Washington and U.S. apple grades.
- Leadership: work as a valued team member, actively develop employees as leaders, and serve as a positive role model for other team members; organizing and directing teams to achieve key objectives; work with managers from other departments to help fulfill key company goals and objectives.
- Coordination: assist the Shipping and Receiving Manager to implement best-management practices for the shipping department; utilize proven practices and procedures to generate positive and consistent results on the shipping dock.
- Communication: ensure constant and informative communication between sales, production, quality control, shipping, and trucking carriers; manage accurate record keeping and reporting systems.

Specific Duties include: coordinate efficient shipping activities: order processing, inventory management, quality control and truck loading; help organize and prepare orders prior to arrival; identify inventory product for evaluation and rotation; utilize best management practices to refine and improve process and practices; build strong, cohesive teams; help staff and department to meet company objectives and goals; and facilitate strong communication with production, sales, quality control, and shipping.

- The supervisor will work primarily on the shipping dock helping to coordinate staff to prepare product and load trucks
- Assist in the day-to-day supervision of the shipping and quality control department
- Assist, as needed, the QC team with reviewing and evaluating product
- Help coordinate the day-to-day operation and implementation of the shipping department, working with shipping, quality control, production, marketing and sales to meet key objectives
- Help Coordinate all shipping phases, from processing orders, managing packed inventory, to meeting customer expectations
- Develop and implement best management practices that improve overall results and performance of the shipping department: improve process, streamline activities, enhance accuracy, and boost efficiency
- Maximize the use of First-In; First-Out strategy to keep inventory rotated
- Help manage and rotate inventory; ensure inventory accuracy; and provide monthly reviews to reconcile current inventory totals
- Work with staff to improve the company's electronic Warehouse Management System
- Prepare weekly and monthly reports as needed by management
- Work with other managers to improve teamwork, communication and overall company results
- Assist in the training and development of our employees, including performance evaluation and discipline
- Assist in the implementation of the company's audited food safety, social responsibility, and environmental stewardship programs
- Develop and maintain positive relationships with marketing and sales team
- Implement practices that promote worker safety, while reducing accidents and equipment damage
- Pursue a continuing education plan to remain current on emerging technologies and new practices

Desired Qualifications/Requirements:

- Strong written and verbal communication skills
- Shipping, inventory, and warehouse experience
- Working knowledge of shipping process and paperwork
- Knowledge of Washington and U.S. apple grades
- Knowledge of food safety certification programs: HACCP, SQF, GMPs, GAPs,
- Working knowledge of federal and state worker safety rules and regulations
- Capable to work independently and as a contributing team member
- Ability to implement projects under pressure
- Working experience motivating and leading teams in a positive, thoughtful manner
- Proficiency in English and Spanish, a plus
- Familiar and comfortable using Microsoft Office software programs

Educational Qualifications

Bachelor degree, Technical certificate in a related field; and/or working experience in a warehouse or shipping facility.

Application process: Send the following documents: 1) Cover letter; 2) Resume; 3) Two professional-related references to Lucy Cartagena, 1111 Fishhook Park Road, Prescott, WA 99348 or lucyc@firstfruits.com. Deadline for application: May 15, 2017

News ad:

Broetje Orchards seeks an experienced Shipping-Dock Supervisor to help coordinate and supervise the activities needed to prepare and load product. Work with production, quality control, shipping and sales to ensure that product is evaluated, selected and loaded based on customer expectations and grade requirements. Desired qualifications include at least 3-years working experience in a warehouse and/or shipping facility. Proficiency in English and Spanish, a plus. Competitive salary and benefit package. Send cover letter, resume, and two professionally-related references to: Lucy Cartagena, 1111 Fishhook Park Road, Prescott, WA 99348 or lucyc@firstfruits.com. For more info, see: www.firstfruits.com. Deadline: May 15, 2017.