



ASSISTANT FLOOR SUPERVISOR - NIGHTS

The Assistant Floor Supervisor will work under the direction of the Night Shipping Supervisor and is responsible for monitoring and coordinating team members in relation to the processing of customer orders. Ensures that customer orders are efficiently selected, checked for accuracy and loaded, while maintaining WCPI's exceptional standard of workplace and food safety. Assistant Floor Supervisor will maintain and develop working relationships with WCPI team members and customers while adhering to all company policies and procedures.

Duties and Responsibilities

- Follow all company policies, organic/conventional handling and workplace/food safety procedures
- Maintain a safe & clean facility
- Review customer orders for comments regarding color, quantity, quality, size & tagged product
- Pull product in order of rotation
- Communicate with Checker or Night Shipping Supervisor on short items, low inventory or substitutions made
- Load trucks safely and in logical order
- As needed, drive company vehicle while adhering to rules of the road
- Other duties as assigned

Supervisory Responsibilities

- Perform day to day administrative task such as using computer to print orders, check for product availability, check/review routes as needed to accommodate delivery windows, etc.
- Administer all company policies, organic/conventional handling and workplace/food safety procedures
- Supervise and direct team members to safely and efficiently select, check for accuracy and load customer orders in logical order
- Monitor work practices and work flow for inefficiencies and downtime
- Recommends improvements in production methods, equipment, operating procedures and working conditions
- Communicate with various departments to provide and receive information, resolve questions and issues
- Conduct pre-shift meetings
- Conduct end of shift walk through (check list) – i.e. empty trash, stocked breakdown areas, level pallets, product off floor, overall housekeeping, etc.
- Recommends staffing levels
- Oversees and coordinates new employee training and progress
- Apply and or participate in team member corrective actions

Skills and Specifications

- Ability to effectively communicate in English, both verbally and in writing
- Basic knowledge of Microsoft office programs – i.e. Excel, Word and Outlook
- Ability to perform basic adding, subtracting, multiplication & division
- Detail oriented and organized
- Ability to work independently or in team environments
- Possess strong leadership, communication and interpersonal skills to motivate, train and enable team members while instilling a culture of accountability



- Understand and ability to effectively apply company policies, food safety, quality assurance and work safety regulations
- Safely operate material handling equipment – i.e. hand-truck & pallet-jack while adhering to all company and OSHA policies and regulations
- Must poses a valid Class C drivers' license & ability to safety operate various Class C vehicles – i.e. van, box truck etc.

Physical Requirements

- Ability to regularly lift up to 70lbs (case/bag of produce)
- Able to ascend and descend stairs
- Able to bend, stoop, push, kneel and reach
- Ability to work in cold and wet environments
- Ability to stand & walk entire shift

Qualifications

- High School diploma or equivalent
- Bilingual (English/Spanish) a plus
- 5 years warehouse shipping experience
- 2 years of experience in a leadership role
- Produce knowledge a plus - i.e. organic & conventional fruits & vegetables
- Possess valid Class C driver's license & satisfactory MVR
- Must pass pre-employment background, physical and drug screen

Work Schedule

This is a graveyard position. Must be flexible to start at 5:30pm, 6pm, 7pm and able to work overtime and weekends as needed by business operations.

Benefits

Watsonville Coast Produce, Inc. offers a stable and professional working environment with competitive salary, excellent employee benefits consisting of medical, dental, vision and life insurance; as well as prescription plan, paid holidays, paid vacation, paid sick leave and a 401k plan.

Other

This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individual may be required to perform any other job-related instructions as requested by their department leader, subject to reasonable accommodation. This position description is not all inclusive and subject to change.

We are an Equal Opportunity Employer and we take pride in the diversity and dedication of our staff.