



TRAINING MANAGER – WAREHOUSE

FLSA Status: Exempt

Hours/Week Category: Regular Full Time

Reports to:

- Assistant Vice President of Warehousing and Logistics

Purpose:

- The Warehouse Training Manager develops and administers training programs, assesses training and development needs, creates training curriculum, training manuals, presents in-person training sessions, monitors training for effectiveness, works safely, and promotes work safety in a warehouse environment, meets all OSHA, State, Federal training and safety compliance regulations.
- The Warehouse Training Manager is required to be able to execute all GBFB warehouse functions, work effectively and accurately in any job in the warehouse; to include having demonstrated all the skills and attributes of Warehouse Associate (WHA) I, II, Team Lead, and Assistant Managers.

Responsibilities:

- Assess team members' skills, talents, performance, and productivity and prepare written evaluations with advice and counsel for improvement.
- Oversee the training in all key areas of warehouse operations, including order building, material handling equipment, replenishment, shipping, receiving, salvage operations, loading, and unloading.
- Develop a training curriculum by identifying and assessing the training needs of the Warehouse Operations Team through job analysis, career paths and consultation with managers.
- Collaborate with Human Resources Team to design, develop, and deliver training content, training materials, training modules, and teaching aids, as needed.
- Report training activities and effectiveness (performance) to all stakeholders.
- Support the morale of team members by making positive suggestions to improve their performance and to enhance our business efficiencies and processes.
- Keep abreast of training trends, developments, and best practices.

Skills:

- Strong math skills, including being able to add, subtract, multiply and divide while working with percentages and decimals
- Strong computer skills, with proficiency in the Microsoft Suite of products (i.e, Word, PowerPoint, and Excel)
- Strong attention to detail, and the ability to demonstrate how warehouse tasks should be completed safely and efficiently
- Ability to read, write and communicate fluently in English. Proficiency in another language is a plus.
- Ability to communicate and interact well with others, including demonstrated leadership and teaching capabilities.
- Flexible team player
- Able to "think on your feet," plan ahead, and anticipate problems, and be willing and able to ask for help when needed.
- Ability to work with minimal supervision
- Will require flexible hours

Qualifications:

- Ideal candidates will possess Bachelor's degree plus 5 years of direct experience in warehouse industry and 3 years' experience in warehouse training
- Experience with the full training cycle--designing, delivering, evaluating, and assessing results-based training.
- Previous experience with a Warehouse Management System (WMS) is required (experience with AGI is a plus)
- Food safety knowledge, highly desired.
- Material Handling Equipment Certification
- Demonstrated excellence related to accuracy and safety

Work Environment/Physical Demands:

- Ability to operate all material handling equipment safely
- Ability to stand up and walk around up to 8 hours per day
- Working in ambient, cooler, and freezer zones for extended periods of time.
- Working at heights up to 30' or more above the floor.
- Lifting inventory throughout the day, with inventory weighing up to 50 pounds continuously and up to 100 pounds occasionally

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

