

At Rosstown Natural Foods, you will become part of our family. You will thrive in our team environment who collaboratively works hard to achieve the company's goals; while maintaining work/life balance. Rosstown offers competitive wages and benefit packages and an opportunity to contribute in an established 30 year + growing company. Prepare yourself to be challenged and supported while achieving your personal and professional goals.

Rosstown Natural Foods is seeking out an experienced Afternoon Shipping and Receiving Lead Hand. Shift time is from 2:00pm- 10:30pm.

Lead Hand Job Duties:

- Supervises staff on the specified shift to ensure that all employees are working safely, efficiently and diligently to meet established standards
- Ensure the timely and accurate fulfillment of all orders (inbound and outbound).
- Ensure the proper allocation of resources to respective tasks.
- Informs the Department Manager of equipment maintenance requirements
- Delegates tasks to team members
- Coordinates with other departments for fulfillment timelines
- Communicates with CSR team accurate and timely information
- Ensures a clean and productive work environment throughout the processing day
- All necessary departmental metric paperwork to be completed on a daily basis which include HACCP records and Duty Checklists
- Leads, instructs and trains employees on an ongoing basis and in the event of absences:
- Safety Procedures
- Recording/Reporting is completed on daily basis
- All processes
- Company Policies
- Promote teamwork and harmonious working relationship among all workers
- Ensure new team members are trained to the highest standards available.

Lead Hand Character and Experience

- 2 years minimum in the acquisition of Shipping & Receiving Skills
- Knowledge of Warehousing Best Practices
- HACCP Certification
- Material Handling Equipment Certification(s)
- Strong communication skills,
- Excellent customer service skills
- Proficient in spoken and written English
- Able to instruct and maintain effective and efficient productivity
- Process flow minded, continuous improvement mentality

- Works independently with minimal direction
- Works well under pressure
- Safety of team members a no-compromise position
- Able to treat all employees with fairness and respect
- Excellent multi-tasking skills