



Sunnyvale Community Services

Preventing Homelessness and Hunger in Our Local Community

Warehouse Supervisor

Oversee and coordinate daily warehouse activities such as receiving and storing goods, managing inventory levels, ensuring the efficient delivery of goods, supervising staff, and securing the warehouse. This position reports to Warehouse Manager.

Salary Range \$27-\$29, based on experience

DUTIES & RESPONSIBILITIES

- Provide day-to-day warehouse operation of all warehouse duties, including pickups and deliveries, inventory management.
- Training new hires and the existing warehouse personnel as required.
- Setting performance measurements and providing feedback to warehouse members.
- Knowledge of logistics (carriers, shipping policies and procedures)
- Ability to optimize the warehouse resource, both personnel and equipment.

QUALIFICATIONS

- Operation Management Skills
- Ability to manage and train all aspects of warehouse tasks.
- Implementing & maintaining safety initiatives and environment by meeting OSHA requirements.
- Knowledge of logistics (carries, shipping policies & procedures)
- Ability to optimize the warehouse resource, both personnel and equipment.

PHYSICAL REQUIREMENTS

NOTE: Any special or usual physical requirements of this position. Some examples below:

- Often required to sit in a stationary position, and repeated use of wrists, hands, and fingers for typing, writing, and holding objects (pens, pencils, phone, etc.).
- Often required to stand, walk, reach with arms and hands, climb or balance, and to stoop,

or kneel.

- Environment will be indoors and outdoors with a normal office environment amount of noise, with occasional increased noise if in warehouse.
- Vision abilities required by this job include distance for safety and close vision for reading, computer, etc.
- Ability to lift or move 50 lbs. occasionally unassisted

HOW TO APPLY

Please submit a resume and cover letter to jobs@svcommunityservices.org. Sunnyvale Community Services is an Equal Opportunity Employer and is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, and clients.