

<b>Position Title:</b>	<b>Distribution Supervisor</b>	<b>Location:</b>	<b>Leamington</b>
<b>Department:</b>	<b>Distribution</b>	<b>Wage Grid:</b>	<b>TBD</b>
<b>Reports to:</b>	<b>Central Region Distribution Manager</b>	<b>Direct Reports:</b>	<b>None</b>

**Highline Vision and Values:**

Passionately nourish people, community and environment, through embracing our core values, which include:

We do the right thing, always. We lead the way. We are fanatical about quality. We are transparent in our relationships. We always consider the human element. We embrace diversity and inclusion.

**Position Summary:**

Working under the direction of the Central Region Distribution Department, the Distribution Supervisor is responsible for directly supporting the Shipping and Receiving teams and working on collaboration with the Packaging and Distribution Department Coordinators. Core responsibilities include creating customer skid tags, leading and managing the shipping and receiving staff and related functions, and prioritizing order completion to align with departmental goals. Responsible for ensuring proper customer orders are assembled and are in good shipping condition. Ensures the accurate and seamless receipt and quality inspection of products, packaging materials and the timely processing of all incoming shipments.

**Expected Outcomes:**

**1. Main Responsibilities**

- a. Plans, delegates, motivates and leads Shipping and Receiving teams daily to improve performance, while ensuring work is done efficiently, correctly and to quality standards
- b. Enforces corporate policies regarding security, health and food safety, proper SOP's, and carrying out activities related to promoting and maintaining a safe work environment
- c. Assists in all areas of Shipping & Receiving, including assisting in organizing loads for shipment, and ensuring all equipment is properly maintained and in good working order
- d. Coordinates with Production and Logistics teams to ensure on-time (or early) departures
- e. Serves as first point of contact for shipping and receiving teams
- f. Provides feedback, conducting performance reviews and if necessary, applying progressive discipline processes for non-compliances in a respectful manner
- g. Prepares customer skid signage
- h. Prioritizes order completions as per department goals
- i. Ensures all customer orders are assembled as per daily shipping sheets
- j. Coordinates with the Packaging team to determine the status of finished good orders
- k. Plans and directs the activities of the Shipping and Receiving teams to align with department goals
- l. Effectively communicates when required to the General Manager, Operations Manager, Supply Chain Coordinators and Customer Service/Operations Support team
- m. Accurately completes essential documentation related to shipping & order assembly
- n. Excellence in Execution - drives near-term results and performance in Leamington
- o. Establishes and maintains a safe and healthy work environment and provides a high level of safety awareness among the warehouse and distribution teams
- p. Assists in the development of associate communications and ensures policies and programs are executed
- q. Actively engages in utilizing company best practices to increase efficiencies.

**2. Code of Conduct**

- a. Embrace and support the Highline culture and values, acting as brand ambassador at all times
- b. Interact with others in a manner that promotes respect, confidentiality and dignity
- c. Develop and actively foster an engaged work force, displaying professionalism at all times

**3. Safety:**

- a. Adhere to the Safety Policies, including use of proper Personal Protective Equipment (PPE) and other safety equipment
- b. Report unsafe conditions immediately to Direct report or Safety Advocate
- c. Report all incidents, injuries or near misses immediately to Direct Report or Safety Advocate
- d. Cooperate in the Early & Safe Return to Work Program if an injury or medical illness requires accommodation.

**4. Other Duties:**

- a. As reasonably requested in aid of Highline operations or culture compliance, perform any other duties that may be assigned.

**Qualifications & Experience:**

**Education & Past Experiences:**

A combination of professional experiences or equivalent combined education, designation and work experience will be considered;

- a. Experience with MS Word, MS Excel and MS Outlook
- b. Related industry experience would be an asset
- c. Experience with ERP systems is an asset
- d. Previous forklift experience
- e. Must be able to handle multiple projects simultaneously in a deadline driven environment
- f. Good verbal and written communication and interpersonal skills
- g. Ability to work independently and as part of a team and take on new tasks with a high level of difficulty

**Personal Attributes:**

- a. Demonstrable strong organizational skills and the ability to prioritize
- b. Attention to detail and accuracy
- c. Above average analytical skills, the ability to problem solve
- d. Capable of independent and self guided work
- e. Excellent interpersonal communications skills
- f. Professional behaviours, specifically maintaining confidentiality.

**Other:**

- a. Eligible to work in Canada
- b. Must be at least 16 years of age

**Required Training:**

Orientation training, including, Food Safety, Attendance Policy, Conduct Policy, AODA, WHMIS, Incident Response and Reporting, Emergency Response Plan, Return to Work and Disability Management, Ergonomic Policy and the Highline Stretching Program, Workplace Violence, Harassment, Sexual Harassment and Bullying Policy, Health and Safety Policy and MOL Worker Awareness.

Additional training- Contractor Safety, Forklift, Lockout, Change Management and Social Responsibility, Supervisor Role and Responsibility, Modified Work, Incident Reporting, Work Refusal, Corrective Action, Job Specific SOPs, Pallet Jack

Other training as identified from time to time by the company.

**Working Conditions:**

Weekend and/or evening and some holiday work, and require a willingness to work a flexible schedule.

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This job description should not be construed as an exhaustive list of duties and responsibilities to be performed by persons assigned to this position. It is not intended to limit or in any way modify the right of the manager or supervisor to assign, direct, or control the work of associates under his or her supervision. Job descriptions may be revised at any time during the course of employment as required.

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*By signing below, I acknowledge that I have reviewed and accept the responsibilities noted within this job description.*

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Signature

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Date Signed