

Warehouse Manager Job Description

Warehouse Manager Responsibilities:

- Build beer orders on time and to completion
- Maintain the cleanliness and organization of the warehouse and cold storage room
- Load and unload all trucks that arrive at the brewery
- Responsible for the upkeep of the grounds, including the parking lot and loading dock area
- Communicate with brewery sales managers/director and distributors regarding shipment dates and modifications.
- Arrange freight pick up for outgoing orders
- Oversee packaged beer, keg, pallet and packaging material inventories
- Coordinate with the pub manager to ensure kegs and cases of beer are well stocked and easily accessible for the pub staff
- Maintain warehouse equipment including forklifts, pallet jacks, shelving, pallet wrapper, and loading dock
- Sustain a safe working environment within the warehouse

Skills, Qualifications, and Abilities:

- Warehouse experience desired, but not required
- Ability to lift 55+ pounds
- Forklift certification a plus, but not required
- Superior organization skills with strong attention to details
- Strong interpersonal and communication skills
- A team player who is willing to help others when needed
- Available to work some evenings and early mornings, especially in the summer
- Intermediate Microsoft Office skills
- Must be 21+
- Able to work in warm, cold, indoor and outdoor conditions

As a full time position, the Warehouse Manager qualifies for medical, dental and beer benefits.