



<b>Position:</b>	Warehouse Team Trainer	<b>Department:</b>	Night Warehouse
<b>Classification:</b>	Hourly/Non-Exempt	<b>Reports To:</b>	Night Warehouse Team Lead
<b>Date Created:</b>	5/15/12	<b>Last Revised:</b>	4/22/2024

**Job Overview:**

The Warehouse Team Trainer is responsible for providing oversight and execution of the operational training program. In partnership with Human Resources and warehouse leadership and team leads, the Warehouse Team Trainer will assist in the planning, coordination, facilitation and tracking of training. Additionally, the Warehouse Team Trainer will maintain an active presence within the warehouse and provide direct support to the night warehouse employees. When not actively training, the Warehouse Team Trainer will perform the duties of a Warehouse Generalist.

**Essential Functions:**

1. Plans, coordinates, and delivers training for new employees and refresher training for existing employees working within the warehouse.
2. Conducts the training of warehouse best practices and material handling equipment for warehouse associates through the use of documented learning guides, best practices, standard operating procedures and online training.
3. Assists in tracking and monitoring of training program completion.
4. Works closely with Human Resources and the Director of Warehouse Operations, Warehouse Manager, Warehouse Supervisor(s) and Warehouse Team Leader(s) to ensure thorough training of all night warehouse employees.
5. Coordinates activities in compliance with all appropriate policies, safety procedures and OSHA requirements.
6. Performs follow-up evaluations to ensure training was successful and makes program adjustments as necessary.
7. Remains knowledgeable and informed of changes in policies, procedures and functions in all departmental areas of the warehouse and incorporates updates to training programs as necessary.
8. Assists employees with resolving problems with picks, subs, outs and locating products.
9. Participates actively as a member of the Safety Committee and conducts weekly safety observations.
10. Will provide interpreting services beyond their assigned department when requested by an executive team member, division director or a member of Human Resources.

**Additional Responsibilities:**

1. Assists in regular on-floor audits to maintain food safety standards, HACCP requirements, load quality, and product recall demands.
2. Maintains warehouse inspection readiness in anticipation of audits from all applicable local, state and federal organizations.
3. Supports the operation of picking technologies.
4. Works with Human Resources and the Director of Warehouse Operations, Warehouse Manager, Warehouse Supervisor(s), Warehouse Team Leader(s), and the Night Team Trainer to plan, develop, deliver, and evaluate training programs.
5. Supports the recruiting process by administering physical performance tests of applicants, when necessary or directed.
6. Maintains flexibility with scheduling to meet business and training demands.
7. Performs other duties as required or directed.

**Knowledge, Skills, and Abilities:**

1. Strong English language aptitude, including the ability to communicate effectively verbally and in writing (including the use of texting and email).
2. Ability to teach a variety of work-related tasks to others with varying educational backgrounds.
3. Ability to give feedback and assist in the planning and development of training materials.
4. Ability to evaluate the performance of trainees in the performance of their work-related tasks.
5. Ability to prioritize workload, and appropriately and effectively complete assignments in a fast-paced, deadline oriented environment.
6. Proficient in the use of Microsoft Office products, including Excel, Word, Outlook, and in the use of Internet Explorer.
7. Ability to learn and effectively use company-specific computer systems (i.e. Retailix) required for maintaining company data integrity.
8. Ability to use a keyboard to efficiently and accurately enter company data/information into various computer systems.
9. Motivate, organize and encourage teamwork through positive communication to ensure set productivity targets are met.
10. Ability to use logic to analyze problems and develop solutions.
11. Ability to establish and maintain effective and courteous business relationships.
12. Ability to work in varying temperatures, including subzero temperature environments.
13. Strong initiative.
14. Professionalism, treating people with tact and respect.

**Education/Experience (Preferred Minimum Qualifications):**

1. Possession of a high school diploma or G.E.D with two (2) years of progressive responsibility in warehouse operations, or at least one (1) year of relevant experience in a trainer role.

**OR**

2. Possession of an Associate's Degree from an accredited college or university in Business Administration, Management, Logistics or related field and one (1) year of progressive responsibility in warehouse operations.

**Licenses/Certifications/Special Requirements:**

1. Must take and pass a pre-employment drug test.
2. Subject to random and reasonable suspicion drug testing.
3. Must wear approved steel/composite-toe, slip resistant, work boots.
4. Must be willing to work additional hours as required or requested.
5. Available for questions and problem resolution outside of the standard business hours.
6. Some travel may be required to attend meetings/seminars.
7. Possession of or ability to obtain OSHA forklift certification.
8. Previous HACCP/Food Safety training preferred.

**Physical Requirements:**

Requirement	8 Hour Schedule	10 Hour Schedule	As % of Time
Limited	0 – 1 hour	0 – 1 hour	Less than 1%
Occasionally	1 – 2 hours	1 – 2.5 hours	Equals 1% to 25%
Frequently	3 – 4 hours	2.6 – 5 hours	Equals 26% to 50%
Repeatedly	5 – 6 hours	5.1 – 7.5 hours	Equals 51% to 75%
Continuously	7+ hours	7.6 + hours	Equals 76% to 100%

Activity	Duration
<i>Sustained Postures</i>	
<b>Sit:</b>	<i>Occasionally</i>
<b>Stand:</b>	<i>Repeatedly</i>
<b>Walk:</b>	<i>Continuously</i>
<i>Intermittent Activity</i>	
<b>Bend:</b>	<i>Repeatedly</i>
<b>Kneel/Squat:</b>	<i>Frequently</i>
<b>Climb Stairs:</b>	<i>Limited</i>
<b>Crawling:</b>	<i>Limited</i>
<b>Overhead Reach:</b>	<i>Frequently</i>
<b>Typing/Keyboard</b>	<i>Occasionally</i>
<b>Vehicle Operation:</b>	<i>Repeatedly</i>
<b>PPE/Special Clothing:</b>	<i>Continuously</i>

Activity	Duration
<i>Repetitive Use of Hands/Wrists</i>	
<b>Grasp:</b>	<i>Repeatedly</i>
<b>Push/Pull:</b>	<i>Repeatedly</i>
<b>Fine Manipulation:</b>	<i>Repeatedly</i>
<i>Material Handling lbs.</i>	
<b>Lift:</b>	<i>0 – 80lbs. Repeatedly</i>
<b>Carry:</b>	<i>0 – 80lbs. Repeatedly</i>
<b>Push:</b>	<i>0 – 80lbs. Repeatedly</i>
<b>Pull:</b>	<i>0 – 80lbs. Repeatedly</i>
<i>Miscellaneous</i>	
<b>Exposure to Heights:</b>	<i>Repeatedly</i>
<b>Exposure to Packaged Chemicals:</b>	<i>Repeatedly</i>
<b>Exposure to Temperature Contrasts:</b>	<i>Repeatedly</i>

\*SDS available for all chemicals handled.