

PepsiCo Warehouse Supervisor Job Description

- Ensure that all goods are received and stored in proper places and labeled properly
- Check for any damage to goods before they leave the storeroom
- Take inventory of stock at least once every week
- Make sure there is enough stock on hand
- Maintain records of sales and purchases
- Record details of customers' orders
- Make sure that the correct amount of money is taken from the till each day
- Keep an eye out for theft or loss of stock
- Schedule deliveries and pick up collections
- Train new staff members
- Conduct audits of the business
- Coordinate with other departments such as purchasing, production, quality control etc.
- Report problems to management
- Budgeting and forecasting
- Monitor the performance of employees
- Determine whether workers are meeting their targets
- Evaluate the work done by workers
- Supervise the work of others
- Provide advice and guidance
- Review employee performance
- Manage time effectively
- Manage people resources
- Organize work
- Plan ahead and set goals
- Deal with emergencies.