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# Example of Warehouse Team Lead Job Description

Our growing company is hiring for a warehouse team lead. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for warehouse team lead

* Effective management of Inventory Control policies, procedures, and processes to maintain a 99% inventory accuracy
* Manage work flow of team and make adjustments to labor usage based on volume in each area to ensure that operation runs efficiently and meets daily scheduled work load
* Works on continuously improving their operation
* Monitor employee relations and handle employee issues/problems
* Oversee the daily actions of employees including performance management
* Promote a safe work environment and ensure that all employees are in compliance with safety polices
* Ensure compliance of sanitation guidelines by warehouse employees
* Perform audits to monitor quality of employees work
* Responsible for food safety, food quality and food defense
* Development of assigned employees

## Qualifications for warehouse team lead

* Ensure that company policies and procedures are enforced
* Management and time reconciliation of assigned employees
* Employee discipline and review
* This position is a “working” team leader
* Assists Central Receiving Manager in appropriate coaching and corrective action, discipline and other policy and procedure enforcement, performance reviews, on a fair and equitable basis
* Assist in creating and maintaining Standard Operating Procedures (SOP’s) for Central Receiving