

Dock Supervisor Responsibility “Tips”

1. Obtain Load Line-Up Sheets frequently from Night Warehouse Clerk.
2. Ensure that the Yard Jockeys are setting up the doors in advance of loading. (Odd doors, first wave. Even doors, second wave. Continue odd/even.)
3. Ensure that the Loaders are at their assigned doors at their scheduled time.
4. Ensure that Selectors place their pallets at the correct doors, in the correct placement (side by side, labels facing the Loader as he picks up each pallet).
5. Ensure that no product is shipped out on unacceptable or unapproved pallet types or pallets in poor condition (protruding nails or broken boards). Selectors violating this guideline should be instructed to re-palletize the product involved.
6. Ensure that all pallets are properly protected with shrink wrap.
7. Ensure that all product on pallets is arranged so that the pick labels are facing the Driver as he unloads (rear door or side door as appropriate). Reoccurring failure to comply by a Selector will necessitate that disciplinary action is taken.
8. Ensure that pallets are stacked in stop sequence (for example, lowest stop on the top, or stacked vertically by customer).
9. Ensure that bulkheads are used to segregate frozen from refrigerated and dry products.
10. Ensure that Loaders do not take unauthorized breaks and do return from their breaks on time.
11. Question and correct any build-ups of product in the dock areas waiting to be loaded. Ascertain the reason for the build-up: is loading being delayed by Loaders waiting for a particular area that has fallen out of sequence? Are they waiting for shorts? If so, what items? Communicate with the area supervisor involved (dry, cooler, freezer) so that the delay can be minimized in a timely fashion.
12. Ensure that product is loaded onto the correct trucks.
13. Ensure that any add-ons or shorts are placed on the truck in such a manner as to not cause confusion for the Driver.
14. Ensure that stop #1 is hand-stacked wherever possible so that the driver can find it easily and remove that product, making room for him to stand and/or stage subsequent stops.
15. Ensure that no product is left in the dock area at the end of the shift.
16. Ensure that loading bars are in place on each load to properly protect product enroute.
17. Ensure that the dock area is kept free of broken wood and miscellaneous trash.
18. Be as complimentary of others as you are critical.

Disclaimer: The above Job Description information has been designed to indicate the general nature and level of work required of employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.