



JOB DESCRIPTION

Job Title: DC LEAD

Department: Distribution Center

Location: Distribution Center

JOB SUMMARY AND PURPOSE

The DC Lead is responsible for consistently performing in the Distribution Center as a Lead to train, guide, and nurture new associates.

WORKING RELATIONSHIPS

Reports to Area Manager. Works with all levels of Management including but not limited to Managers, Supervisors, other Leads, Mentors, Human Resources Generalist, Buyers, Assistant Buyers, Merchandise Assistants, and Allocators. .

DUTIES AND RESPONSIBILITIES

- ★ Train and guide new associates assigned in their first two (2) weeks of employment in all aspects of their position.
- ★ Monitor, document, and report performance results of assigned associates to Management with recommendations regarding progress or continued training.
- ★ Creates and executes short term plans that support long term DC strategies
- ★ Assesses training and growth opportunities in departments and partners with direct supervisor to create a developmental plan for the team.
- ★ Partners with DC leadership team to minimize turnover by identifying key people issues in their departments.
- ★ Assess team member performance and perform annual performance reviews.
- ★ Communicates performance issues and corrective action of team members to processing supervisor.
- ★ Manages the time and attendance of team members to ensure compliance with company policy.
- ★ Consistently performs to meet or exceed unit per hour goals to support DC processes and payroll.
- ★ Supports a DC environment that builds teamwork and positivity.
- ★ Treats others with respect and professionalism.
- ★ Ensures the DC is neat, clean, organized, and safe for our crew members.
- ★ Follows all company policies and procedures.
- ★ Performs all job functions with safety.
- ★ Understand and be able to communicate company policy and procedure to new associates.
- ★ Understand and record progress in each performance area as itemized on the attached training outlines.
- ★ Supports other areas or projects as needed or directed by the management team – maintains an awareness of a safe work environment and supports a culture of integrity in the DC.
- ★ Communicates effectively with other crew members and management team.
- ★ Demonstrates the ability to work without supervision and complete projects in a timely manner.
- ★ Performs additional duties as necessary.

QUALIFICATIONS AND EXPERIENCE

- ★ HS diploma or GED Equivalent

KNOWLEDGE, SKILLS, AND ABILITIES

- ★ Strong written and verbal communication skills.
- ★ Demonstrates ability to maintain professionalism.
- ★ Always positive and friendly.
- ★ Proven time management, prioritizing, and organization skills.
- ★ Ability to stand for long periods of time and lift moderate weight (up to 50 lbs.).

- ★ Demonstrates ability to multi-task.
- ★ Goal oriented and driven to be successful.
- ★ Team player.
- ★ Demonstrates personal urgency to meet and exceed goals in efficiency and processes.
- ★ Demonstrates ability to work with and without supervision.
- ★ Punctual and able to work overtime, holidays, and weekends as needed.
- ★ Understands the role they play in DC results and support of stores.

SUPERVISION

This position does not have any supervisory responsibilities.

COMPETENCIES

- ★ **Product Focus** – Ability to maintain direction and stay on target with the goals and project at hand to enhance the operational and customer experience.
- ★ **Action Oriented** – Enjoy working hard and enthusiastically take on new challenges; focus on solutions—not problems.
- ★ **Functional/Technical Skills** – Accomplish a job with complete technical and functional knowledge and skills.
- ★ **Initiative** – Identifies what needs to be done and takes action before being asked, when the situation requires it. Takes prompt action to accomplish objectives and achieve goals beyond what is required.
- ★ **Decision Quality** – Make correct decisions based on analysis, experience, and judgment.
- ★ **Drive for Results** – Push themselves and others consistently to meet or exceed goals.
- ★ **Communication** – Is able to communicate quickly and professionally in a variety of communication settings and styles-with and to all levels of the organization; can express themselves clearly and concisely and is easily understood; does not over communicate unnecessary information.
- ★ **Managing & Measuring** – Assign responsibility and set clear, measurable objectives.
- ★ **Quantity of Output of Work** – The amount of work produced by this person or group is amazing. No matter how high the production or output goals are set, more is produced than expected in all areas. Almost always number one in productivity.
- ★ **Ethics and Values** – Adhere to appropriate core values and beliefs during good and bad times; act in line with those values.
- ★ **Peer Relations** – Find common ground and solve problems in a balanced manner that gains the trust and support of peers.
- ★ **Approachability** – Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.
- ★ **Customer Focus** – Establish a relationship with customers to glean first-hand information that will enhance their experience and our products and services.

PERFORMANCE MEASURES

- ★ Communication
- ★ Unit Per Hour, Carton per Hour and Ticketing Accuracy measures
- ★ Attendance and punctuality
- ★ DC Productivity Reports

DISCLAIMER

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the job description may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or the public