



COMMERCIAL WAREWASHING,
CLEANING & LAUNDRY PRODUCTS

25 Commercial Drive
Brentwood, NH 03833
603.679.1222 office
603.300.7672 mobile
Service@SummitSupply.us

Position Profile: Assistant Warehouse Manager & Equipment Rehab Technician

Location: Brentwood, NH

Date: November 2023

Company Summary

Established in 1980, Summit Supply is a growing company that caters to the restaurant, hospitality and institutional trades. We specialize in warewashing, cleaning, on-premise laundry and paper products. For more than 30 years, we have served Northern New England, including New Hampshire, coastal Maine and Massachusetts, and now boast more than 1000 customers. Recently we became a franchisee of Gasket Guy, expanding our services to include refrigeration equipment gasket & related hardware replacement. We are also expanding our services to include HVAC condenser coil cleaning.

Position Summary

In this position you will provide key warehousing and equipment refurbishing functions. Additionally, you will provide key support to the installation and route technician teams. There will be daily interaction with company owner, management, route, service & install technicians, sales staff, warehouse manager & customers, and will report to the Warehouse & General Managers.

Key Responsibilities include:

Dishmachine Equipment Refurbishing

- Clean & refurbish commercial dishmachines, booster heaters, dishmachine tabling & other rental equipment to established standards
- Clean & refurbish dispensing equipment and package for reuse to established standards

Warehouse

- Pick, pack & prepare distributor orders for pickup by common carrier
- Receive & restock vendor deliveries
- Daily down-stocking of product & supplies
- Maintain general tidiness and cleanliness of warehouse & property grounds, inc. floor cleaning, trash pickup & removal, and routine equipment inspection
- Assist with coordinating maintenance of company vehicle fleet

Parts Department

- Assist with parts department organization and expansion
- Place vendor purchase orders and process RMA / Warranty returns

Install Team Support

- Help prepare and gather product, equipment, & support materials for future installations
- Maintain & update dishmachine equipment inventory tracking spreadsheet

Route Technician Team Support

- Provide support for service & route technicians, including both in warehouse and in the field
- Ongoing learning and training of commercial dishmachine & dispensing equipment

Requirements & Qualifications

To perform this job successfully, an individual must be able to perform the duties listed above and exhibit the following knowledge, skills, and abilities in a satisfactory manner with or without reasonable accommodation:

- Successful completion of HAZMAT General Awareness, Driver Training and Security Awareness & Safety courses & certification
 - Successful Forklift Operator training course & certification
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- Strong communication and customer service skills, including written and verbal
- Strong computer and email skills and extensive experience using Microsoft Excel and Word
- Attention to detail and strong follow-up skills
- Strong mechanical aptitude & troubleshooting skills
- Current driver's license and clean driving history

Education and/or Experience

Degree in Technical-related field; two years related experience and/ or training; or equivalent combination of education and experience.

Communication Skills

Ability to speak effectively with our customers, vendors and employees and foster a collaborative, positive approach to challenges and set a leadership example. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands

While performing the duties of this job, the employee is frequently required to walk, stand, use a computer and mobile phone, and lift and move up to 50 pounds. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and occasionally lift and move up to 100 pounds.

Work Environment

While performing the duties of this job the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to outside weather conditions. The employee is exposed to caustic chemicals and risk of electrical shock. The noise level in the environment is moderate.
