



JOB POSTING

Warehousing and Distribution Manager

ABOUT US

Inter-Faith Food Shuttle envisions a hunger free community. We feed our neighbors, teach self-sufficiency, grow healthy food, and cultivate innovative approaches to end hunger. As a member of Feeding America, the Food Shuttle distributes over 9 million pounds of food per year, 37% of which is fresh produce. From Grocery Bags for Seniors, Backpack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 14-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.

The Warehousing and Distribution Manager is responsible for the overall operation (receiving, storage, and distribution) of the Food Shuttle's warehousing, food recovery and distribution, fleet management, and food safety and handling of the Malone Center warehouse. The Warehousing and Distribution Manager will work to create efficiencies that will ultimately lead to increasing food recovered and distributed while reducing operational costs.

DUTIES AND RESPONSIBILITIES

- Directs the activities involved in efficient food movement including receipt, storage, and distribution, maximizing space and resources, and avoiding waste or damages.
- Working knowledge of FIFO principles
- Constantly works with the Director of FRD and other program managers to increase and maintain Food Recovery and Distribution routes efficiency and increase the amount of food recovered and available for distribution.
- Ensures assigned warehouse is kept under Feeding America and AIB Compliance
- Oversee the completion of the monthly AIB Walkthrough audit.
- Build relationships with food recovery partners to improve the quality, quantity, and configuration of food recovered.
- Provide oversight and guidance on food safety and handling, including food storage and proper warehousing practices.
- Work to create and implement appropriate standard operating procedures about food movement through Food Shuttle channels.
- Oversee the completion of inventory management (invoices and inventory control) and regular cycle.
- Track the maintenance and replacement of warehouse equipment while maintaining consistent and accurate records.
- Supervises daily vehicle inspections and proactively takes actions to ensure the safety and operational readiness of the fleet.
- Works with the Director of FRD to manage any off-site storage necessitated by expanding needs, monitors space usage internal and external and works with warehouse staff to rotate inventory and maximize efficiency.
- Hire, train, delegate, motivate, and retain a competent warehouse and driver staff committed to the mission and values of the Food Shuttle.

- Ensures all staff are well trained and follow safety, basic food handling, salvage evaluation/sorting, and Food Shuttle procedures as appropriate.
- Conduct road tests for volunteer and paid drivers to ensure proper handling of fleet trucks.
- Facilitate volunteer activities for warehouse volunteers.
- Operates forklifts when necessary, maintaining all certifications required for operation.
- Provide excellent customer service to our partners, donors, and colleagues.
- Other duties as assigned.

QUALIFICATIONS

- Thorough knowledge or ability to learn Feeding America's best practices.
- Creative problem solver with strong organizational skills.
- A college degree is strongly preferred.
- 5 years or more of experience in warehouse management or food banking.
- Demonstrated success in overhauling systems for improved efficiency.
- Experience operating power jacks and driving fleet vehicles is preferred.
- Strong analytical skills.
- Ability to work independently in a fast-paced and demanding environment using good judgment skills while providing excellent customer service.
- Proficient in Microsoft Office, and strong inventory food management software skills
- Demonstrated experience in inventory control, quality control, and operational safety.
- Strong communicator – verbal and written.

CORE COMPETENCIES

Fostering Innovation: The ability to develop, sponsor, or support the introduction of new and improved method, products, procedures, or technologies.

Initiative: Identifying what needs to be done and doing it before being asked or before the situation requires it.

Building Collaborative Relationships: The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.

WORKING CONDITIONS

- Primarily warehousing
 - Dock operations
 - Coolers and freezers
 - Shipping and Receiving
 - Operating pallet jacks
 - Loading trucks
- Work off-site during fundraising events.
- Variable schedule with some Saturday work
- After-hours work may be required.

PHYSICAL REQUIREMENTS

- Ability to lift 50lbs repeatably.

EEO and Everify

Equal Employment Opportunity (EEO) [Inter-Faith Food Shuttle] provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

ADA Compliant: [Inter-Faith Food Shuttle] is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact [HR department].

Inter-Faith validates the right to work using E-Verify. Inter-Faith will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

DIRECT REPORTS

- Drivers/Warehouse Associate (7)
- Logistics and Inventory Specialist

COMPENSATION & BENEFITS Annual Salary: \$55k-\$60k based on qualifications and experience. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution. Paid Time Off (PTO) and ten (10) paid holidays.

TO APPLY

Please send **resume and cover letter** to recruiter@FoodShuttle.org

Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.