



Job Description:

WAREHOUSE MANAGER

Department: Operations
Reports To: Executive Director
Supervises: Assistant Warehouse Manager, Saturday Warehouse Manager, Warehouse Assistants, Drivers, Volunteers

About Elk Grove Food Bank

Looking for mission-driven work? Do you want to start each day knowing you are going to put nutritious food in front of hungry people? Do you want to go home each day knowing you've made a difference for families, seniors, and those in need?

Elk Grove Food Bank Services (EGFBS) provides food to an average of more than 14,000 individuals each month. EGFBS mobilizes individuals, companies, and community partners to connect our local residents to the food they need. With a strong commitment to nutrition, EGFBS also works hard to distribute fresh produce to those in need.

Job Summary

The Warehouse Manager is responsible for ensuring maximum efficiency and effectiveness of the Food Bank's warehouse and transportation operations, product acquisition, storage and distribution including the general maintenance and cleanliness of the Food Bank's facilities, equipment, and vehicles. The Warehouse Manager must build and maintain working relationships with coworkers, volunteers, suppliers, and donors. The Warehouse Manager must ensure that the warehouse functions in a safe, efficient, and regulatory compliant manner at all times.

Essential Duties and Responsibilities

Warehouse Management:

- Oversee day-to-day warehouse operations including receiving, shipping, inventory, reporting, and facilities maintenance, and food safety practices
- Coordinate EGFBS Truck Drivers' pickup & delivery schedules
- Prepare and verify all reports and record-keeping pertaining to warehouse. This includes shipping and receiving, inventory control, salvage, storage, rotation, sanitation, dump, safety, pest control, key and alarm code lists and building maintenance
- Inspect equipment & coordinate repairs
- Ensure warehouse equipment, vehicles, and facilities are in good working order
- Assure cleanliness of equipment, vehicles, and entire facility
- Check and maintain insurance status for equipment
- Develop and implement delivery schedules and routes

- Manage processes for product receipt, storage, and distribution
- Assure compliance with safety standards, CA Department of Health, CA DOT and CA Dept. of Agriculture regulation and with all EGFBS warehouse operations standards and forklift certifications
- Responsible for creating and maintaining a pest free and sanitary environment
- Responsible for maintenance and replacement of warehouse equipment in consultation with Executive Director
- Conduct or schedule preventative maintenance on vehicles as needed and comply with CA DOT regulations
- Ensure maintenance of daily logs
- Manage waste and recycling needs
- Implement cost effective systems that maximize food distribution and space utilization
- Hire and supervise warehouse staff and volunteers ensuring proper utilization of skills and time
- Ensure the training and adherence of safe practices by all staff, volunteers, and visitors working in or visiting the food bank warehouse
- Monitor the flow of paperwork to ensure timely and accurate data entry
- Communicate regularly, clearly, and promptly with all stakeholders (Executive Director, staff, drivers, vendors, partners, etc.) to deliver high-quality customer service

Inventory Management:

- Manage acquisition of donated and purchased product; arrange transportation to the food bank, facilitate inventory trades with other partners
- Count and record inventory on a regular basis throughout the year
- Ensure inventory information is accurate, reliable, and accessible; oversee accurate computer entry of inventory data to ensure uniformity and quality
- Facilitate pulling orders for EGFBS programs.
- Ensure product rotation and cleanliness of cooler and freezer
- Oversee delivery and pickup of inventory, utilizing volunteers as much as possible
- Coordinate & manage delivery and pick up schedules
- Provide excellent customer service to clients and donors
- Provide recommendations on types of products needed to fulfill program needs

Program Assistance:

- Assist in set up and implementation of programs such as CSFP, TEFAP, & Mobile Pantry Support

EGFBS Staff:

- Supervise Assistant Warehouse Manager, Saturday Warehouse Manager, Warehouse Assistants and Drivers
- Assist Program Manager and Volunteer Coordinator with volunteer direction and supervision
- Work with Executive Director to cultivate corporate relationships with food, trucking, and storage industries; encourage donations

- Recommend and assist Executive Director with equipment purchases
- Other duties as assigned

Job Specifications

Education:

- High School Diploma or equivalent is required
- Bachelor's degree from an accredited college or university, preferred

Experience:

- Minimum five years of warehouse experience
- Experience managing direct reports
- Previous warehouse management experience preferred
- Previous experience managing volunteers preferred
- Inventory management experience

Knowledge, Skills, and Abilities:

- Self-motivated with the ability to regularly set and achieve individual and departmental goals
- Ability to work with a diverse group of individuals
- Strong supervisory and management skills
- Computer and database proficiency
- Effective interpersonal and problem-solving skills
- Familiarity with inventory systems & Microsoft Office & Outlook
- Strong math skills
- Ability and willingness to drive food bank vehicles including 30' box truck with manual transmission
- Ability to operate a motor vehicle, forklift, and pallet jack
- Ability to regularly lift and/or move objects up to 25 pounds with ease, frequently lift and/or move objects up to 50 pounds, and occasionally lift and/or move objects that weigh more than 100 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Demonstrated ability to maintain a level of professionalism, promoting Elk Grove Food Bank's community spirit and mission
- Committed to organizational mission of ending hunger

Other Requirements:

- Must have or obtain DOT Medical Card
- Valid Forklift certification
- Satisfactory safe driving record
- Ability to perform small repairs and "handyman tasks" is preferred

Job Context

- Indoor warehouse, varying temperatures due to weather and season
- Ability to access outdoor storage trailer need
- Frequently indoors and outdoors
- Frequently required to stand; walk; and stoop, kneel, crouch, lift or crawl.
- Occasionally required to balance • Frequent climbing on and off forklift and trailers • Desk in warehouse
- Dress appropriate for weather and for laborious work
- Regular business warehouse hours, extended hours when necessary for operations and for special events. Must have flexibility to work some evenings/weekends

Salary

Full Time, exempt position (salaried) with PTO benefits and 13 paid holidays. Salary will be commensurate with experience.

The Duties and Responsibilities, Skills, and Abilities listed above are not intended to be an exhaustive list for this position. They are intended to be exemplary of the level and complexity of work generally performed by a person in this job. The duties and responsibilities may be changed due to evolution of the position or to reflect the special abilities or disabilities of the person in the position.

To apply: This is a full-time position. Interested applicants should send their resume with a cover letter and salary requirements in an email with the subject line of "Warehouse Manager" to info@egfbs.org.