



# ASSISTANT WAREHOUSE MANAGER Job Description

**Department:** Operations  
**Reports To:** Warehouse Manager  
**Supervises:** 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 Assistant Warehouse Manager supports the Warehouse Manager in ensuring maximum efficiency and effectiveness of the Food Bank's warehouse operations, transportation, and inventory systems. This position helps maintain the cleanliness, organization, and regulatory compliance of the facilities, vehicles, and equipment. The Assistant Warehouse Manager plays a key role in supervising daily warehouse activities, leading teams of volunteers and staff, and contributing to a safe and organized environment. The hours for this position are Tuesdays through Saturdays, from 7:30 am to 4 pm.

## **Essential Duties and Responsibilities**

### ***Warehouse Management:***

- Assist the Warehouse Manager with day-to-day operations, including receiving, shipping, and inventory management.
- Supervise and train warehouse assistants, drivers, and volunteers on proper safety and operational procedures.
- Ensure proper organization, cleanliness, and maintenance of warehouse facilities and equipment.
- Coordinate and oversee deliveries and pickups, ensuring routes and schedules are executed efficiently.

- Operate and maintain warehouse equipment, such as forklifts and pallet jacks.
- Assist in implementing food safety practices and compliance with regulations (CA Department of Health, CA DOT, and CA Dept. of Agriculture).

### ***Inventory Management:***

- Help track, manage, and maintain accurate inventory records.
- Assist in conducting regular inventory counts and reporting discrepancies.
- Facilitate product rotation, ensuring the freshness and safety of food items.
- Support inventory-related data entry and documentation.

### ***Team Leadership***

- Assist in supervision and guidance of the warehouse assistants and volunteers to complete daily tasks, including providing direction during food distribution events.
- Assist in cultivating a team environment that fosters efficiency and collaboration.

### ***Program Support:***

- Provide logistical support for EGFBS programs such as CSFP, TEFAP, and mobile pantries
- Assist in setting up and implementing distribution events.

### ***Other Responsibilities:***

- Communicate regularly with the Warehouse Manager and other stakeholders.
- Perform additional duties as assigned by the Warehouse Manager.

### **Job Specifications**

#### ***Education:***

- High School Diploma or equivalent is required
- Certification in warehouse or logistics management is preferred.

#### ***Experience:***

- Minimum three years of experience in warehouse operations or logistics.

- Experience supervising staff and/or volunteers is preferred.

***Knowledge, Skills, and Abilities:***

- Strong organizational skills with attention to detail.
- Ability to lead and motivate a diverse team.
- Familiarity with inventory management systems and Microsoft Office.
- Proficiency in operating warehouse equipment, including forklifts and pallet jacks.
- Ability to lift and move objects up to 50 pounds regularly and occasionally over 100 pounds.
- Demonstrated ability to maintain a level of professionalism, promoting Elk Grove Food Bank's community spirit and mission
- Committed to the organizational mission of ending hunger

***Other Requirements:***

- Must have or obtain a DOT Medical Card and forklift certification.
- Valid driver's license and a satisfactory driving record.

**Job Context**

- Indoor and outdoor warehouse environment with varying temperatures.
- Requires frequent standing, walking, and lifting.
- Weekend and evening work may be required for events or operations.

**Salary**

Full-time, non-exempt position (hourly) with PTO benefits and 13 paid holidays. Hourly rate will be commensurate with experience.

**To apply:** Interested applicants should send their resume with a cover letter and hourly rate requirements in an email with the subject line "Assistant Warehouse Manager" to [info@egfbs.org](mailto:info@egfbs.org).

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.