



## **Warehouse Manager**

**Full-time, At-will, 40 hours/week, some weekends and evenings**

**Salary: \$62,000- \$64,480**

### **ORGANIZATIONAL DESCRIPTION**

FoodLink for Tulare County has been the local, independent food bank for over 40 years. Every year, FoodLink distributes millions of meals to over 70 food pantries, schools, and organizations throughout Tulare County, providing food to seniors, children, individuals, and families in need. In addition, Food Link's diverse programs in nutrition education, food waste recovery, community empowerment, advocacy, and food systems change all work together towards a healthy and hunger-free Tulare County.

### **MISSION STATEMENT**

FoodLink is committed to promoting equitable and dignified access to nutritious, healthy food while also addressing the root causes of hunger through education, advocacy, and food systems change.

### **ORGANIZATIONAL VALUES**

Trust, Collaboration, Respect, Compassion, Food with Dignity.

### **POSITION SUMMARY**

The Warehouse Manager oversees the safety compliance and administrative obligations of the warehouse. They supervise staff and coordinate all warehouse activities in regards to logistics and distribution; manages the complete process of inventory and space management, packaging and repackaging, allocations, order picking, staging, and delivery of food resources. The Warehouse Manager reports to the Co- Executive Director.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- **MISSION AND LEADERSHIP**
  - Respectfully and professionally represents FoodLink and its programs at all times.
  - Uphold the FoodLink values of trust, collaboration, respect, compassion, and food with dignity at all times and in all venues, including online.
  - Ensure the organization carries out its mission, vision, and strategic plan.
  - Oversee safety compliance, rigorous implementation of OSHA regulations, and consistent quality.
  - Actively engage and energize volunteers, board members, event committees, partnering organizations, and funders.
- **WAREHOUSE OPERATIONS**
  - Coordinate daily operations, ensuring efficient and effective receipt, storage, and distribution of perishable and shelf-stable food products to partner agencies and clients.
  - Maintain official records and documents, and ensure compliance with rules of affiliated agencies and federal, state, and local regulations.
  - Plan and direct all warehouse functions including receiving, distribution, and facility management in collaboration with Program Managers.
  - Prepare monthly inventory reports and other specialized reports as needed.



- Oversee warehouse operations including traffic flow and scheduling systems, loading dock activity, food storage, and security.
- Ensure product meets quality and safety standards.
- Assure that the facilities and vehicles are maintained to ensure a safe and clean working environment for employees and volunteers.
- Oversee & coordinate with staff regarding the day-to-day maintenance, safety inspections, and repair of the warehouse, fleet, and equipment.
- Ensure cost & waste reduction, complete and on-time delivery, safety, client satisfaction, and site performance measures.
- Collaborate with staff to secure the volunteers needed for efficient and smooth operations.
- Pick up and deliver products to clients, partners, and pantries when necessary.
- **STAFF MANAGEMENT**
  - Supervise and oversee all drivers and warehouse team members, are complying with safety regulations.
  - Establish, monitor, and maintain drivers' routes, including special pickups and deliveries.
  - Schedule and conduct proper training for drivers and warehouse team in compliance with all OSHA and safety regulations.
  - Develop and maintain a positive work environment, communicating with all FoodLink team members and volunteers in a collaborative and respectful manner.
  - Collaborate with program managers to schedule warehouse staff, deliveries, order fulfillment, and receipt of commodities.
  - Lead and maintain a just, equitable, anti-racist organizational culture in alignment with FoodLink's values.
  - Support staff development that continues to evolve the organizational structures of shared leadership, accountability, decision-making, and cooperative management.
- **BOARD RELATIONS**
  - Assist the Board President in reporting all information regarding the warehouse on an as-needed basis to the Board of Directors.
- **PROGRAMMATIC**
  - Utilize Fishbowl inventory system and other tools to track and measure performance (poundage, clients served, etc), control assets and related costs, and ensure the proper management of food inventories.
  - Work closely with all Program Managers and Directors to plan and implement the warehouse and program logistics.
  - Other duties as assigned.

#### **DESIRED QUALIFICATIONS & EXPERIENCE**

- 18 years or older
- Bachelor's degree in Logistics or Supply Chain Management preferred or commensurate distribution experience.
- Minimum of three (3) years of management experience in distribution, operations, or logistics.
- Minimum of three (3) years' experience with warehouse equipment: forklifts, pallet jacks,



delivery vehicles, etc.

- Knowledge of best practices in warehousing and distribution.
- Knowledge of OSHA regulations, food safety requirements, auditing requirements, and inspections.
- Valid California Class-B driver's license and insurable driving record required.
- Previous Warehouse Management System experience.
- Strong analytical skills with a comprehensive understanding of key supply chain processes including inventory control and order processing.
- Management skills with particular emphasis on leadership, supervision, motivation, and communication.
- Strong attention to detail and time management skills.
- Self-starter who can make decisions and solve problems.
- Ability to work both independently and in a collaborative setting with people of diverse backgrounds/circumstances.
- Solid computer skills, and competency with G Suite, Microsoft Office, Fishbowl inventory systems, and other online applications.
- Knowledge of truck maintenance and safety procedures, DOT/DMV requirements as they pertain to Class A and Class B drivers.

#### **OTHER SKILLS & QUALIFICATIONS**

- Strong leadership skills
- Commitment to FoodLink's core values of trust, collaboration, respect, compassion, and food with dignity.
- Ability to work and interact well with individuals (staff, volunteers, and community members) from a variety of socioeconomic backgrounds in a culturally diverse environment
- Maintains confidentiality and discretion of sensitive information
- Exhibits a strong work ethic, honesty, and integrity in all aspects of the position and in carrying out job duties
- Respectfully represents FoodLink in the community
- Detail-oriented, efficient, and organized
- Efficient record-keeping abilities
- Strong follow-through to complete daily tasks
- Flexible and helpful—able to change plans, identify needed work, and adjust tasks as needed to manage time effectively and efficiently
- Provides services with dignity, including services to coworkers and volunteers, customers, clients, and vendors without regard to race, creed, color, sex, or familial status
- Exhibits conscientiousness toward time, schedule, and resources available at FoodLink.

#### **PHYSICAL DEMANDS**

- Regularly required to stand, walk, reach, use hands
- Able to lift and carry up to 50 lbs
- Occasionally required to get in and out of trucks and drive
- Occasionally required to stoop, kneel, and crouch



**POSITION DETAILS**

- Salaried/Exempt
- Some weekends and evenings
- Located in Exeter, Ca
- Reports to Co-Executive Director
- Health, dental, vision benefits, retirement, life insurance, sick leave, and vacation after 6 months

FoodLink for Tulare County is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, housing status, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. Additionally, we will not discriminate against any employee, volunteer, or client engaging in civil rights activities. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.

**CERTIFICATION**

By signing below, I hereby acknowledge receipt of this job description. I have been allowed to ask and have received answers to any questions I had regarding the job description. I fully understand this job description. I understand that my employer may revise this job description at his/her discretion, at any time. Furthermore, I also understand that my employer may assign additional job duties as needed.

*If applicable, please list any accommodations that would be necessary to enable you to perform the essential functions of the position:*

I certify that I am fully qualified to perform the position described and can, with or without accommodation, perform the essential functions of the position. I also understand that employment with the Organization is considered "at-will". As an at-will employee, neither I nor the Organization is committed to continuing the employment relationship for any specific term. Either I or the Organization may terminate the employment relationship at any time, with or without cause and with or without notice.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_