

York County Food Bank JOB DESCRIPTION

Job Title: Warehouse Supervisor
Department: Warehouse
Reports to: Program Director
Supervises: Shopping Area Associate, Truck Driver(s), Volunteers
Classification: Full time, Exempt
Date: December 20, 2017

About York County 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?

The York County Food Bank (YCFB) provides food to an average of more than 6,000 people each month, YCFB mobilizes individuals, companies, and community partners to connect our local residents to the food they need. With a strong commitment to nutrition, YCFB also works hard to distribute fresh produce to those in need.

Job Summary

The Warehouse Supervisor is responsible for ensuring maximum efficiency and effectiveness of the Food Bank's warehouse and transportation operation; product acquisition, storage and distribution; and the general maintenance, cleanliness, and organization of the Food Bank's facilities, equipment and vehicles. Build and maintain working relationships with internal coworkers, external member agencies, and suppliers. Ensure that the warehouse functions in an efficient and regulatory compliant manner.

Essential Duties and Responsibilities

Operations

- Oversee day-to-day warehouse operations including receiving, shipping, inventory, reporting, and facilities maintenance, and food safety
- 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, and building maintenance
- Manage processes for product receipt, storage and distribution
- Manage acquisition of donated and purchased product; arrange transportation to the food bank
- Implement cost effective systems that maximize food distribution and space utilization
- Ensure inventory information is accurate, reliable and accessible; oversee accurate computer entry of inventory data to ensure uniformity and quality

- Develop and implement efficient delivery schedules and routes
- Perform duties of safety manager (food and personnel)
- Ensure product rotation and cleanliness of cooler and freezer
- Work with Executive Director and Development Director to develop corporate relationships with food, trucking and storage industries; encourage donations
- Provide excellent customer service to agency customers
- Oversee delivery and pickup of food, utilizing volunteers as much as possible
- Deliver and pick up food approximately 10-20 hours a week, using company truck or van

Facility and Equipment

- Ensure warehouse equipment, vehicles and facilities are in good working order
- Assure cleanliness of equipment, vehicles and entire facility
- Assure compliance with safety standards, PA Department of Health, PA DOT and PA Dept of Agriculture regulation and with all YCFB warehouse operations standards
- Responsible for creating and maintaining a pest free and sanitary environment.
- Responsible for maintenance and replacement of warehouse equipment.
- Conduct or schedule preventative maintenance on vehicles as needed and comply with PA DOT regulations
- Ensure maintenance of daily logs

Supervision

- Supervise warehouse and food program staff and volunteers, including truck and van driver(s)
- Manage to ensure quality performance including efficiency, productivity, accuracy and program improvement
- Ensure the safety of all persons entering and departing the warehouse. Ensure the training and adherence of safe practices by all staff, volunteers and agency representatives working in or visiting the food bank warehouse

Other

- Promote team culture in all working relationships with staff and volunteers
- Maintain positive relations with agencies, food bank staff, donors and volunteers
- Demonstrate willingness to perform whatever duties are necessary in the development and maintenance of the organization.
- Other duties as assigned.

Education and Experience

- Minimum five years of warehouse and management experience.
- Bachelor's degree from an accredited college or university, preferred.
- Demonstrated industry experience in shipping and receiving, inventory control systems and monitoring

- Satisfactory safe driving record
- Must have or obtain a DOT medical card

Job Knowledge, Skills and Abilities

- Ability to work with a diverse group of individuals, including clients of the York County Food Bank, either autonomously or in a team environment.
- Must exhibit excellent customer service skills while interacting with YCFB staff, donor, agencies and or clients at all times
- Strong supervisory and management skills
- Inventory systems
- Customer Satisfaction and Service
- Warehouse Operations
- Computer proficiency, especially with spreadsheets and database software
- Ability to operate forklift and other warehouse equipment (prefer warehouse experience)
- Ability and willingness to drive food bank vehicles
- Effective interpersonal and problem-solving skills
- Demonstrated ability to maintain a level of professionalism, promoting York County Food Bank's community spirit and mission.
- Committed to organizational mission of ending hunger

Physical Requirements

- Ability to operate a motor vehicle, forklift, or pallet jack with a valid license.
- Regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear.
- Frequently required to stand; walk; and stoop, kneel, crouch or crawl.
- Occasionally required to sit and climb or balance.
- Must regularly lift and/or move objects up to 20 pounds, 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.

Work Environment

- General food distribution center; contains moving forklifts and pallet jacks
- Frequent exposure to changes in temperature conditions
- Regular business hours; extended hours when necessary and for special events. Must have flexibility to work some evenings/weekends.

Approvals

Supervisor Signature

Date

Executive Director Signature

Date

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.

I have read the above job description, understand the duties and responsibilities and I am able to perform the duties and responsibilities with or without accommodation.

Employee Signature

Date