



Job Description

JOB TITLE:	Facility & Compliance Manager
REPORTS TO:	Vice President of Operations
STATUS:	Full-Time Exempt
HOURS:	Monday-Friday as scheduled; Weekends as needed.
SUPERVISORY ROLE:	Yes
NO. OF DIRECT REPORTS:	3
TRAVEL REQUIRED:	0-05%

PRIMARY FUNCTION:

The Facility & Compliance Manager assists the VP of Operations with implementing, managing, creating, and communicating leadership directives; enforcing staff policies and procedures; maintaining the security and safety of all personnel; and keeping a well maintained and compliant facility. Assists the operations team to ensure efficient and accurate receiving, handling, distribution, and processing of EIF Inventory. Position includes personnel/supervisory functions of operations staff; Operations Associates.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Manage the maintenance of the facility (warehouse and office), including regular schedule of maintenance and repairs on all HVAC, lighting, plumbing, and equipment, including refrigeration units
- Provide/oversee grounds maintenance: snow removal, landscaping, and lawn
- Implement and document ongoing warehouse facility safety, compliance, and sanitation procedures, conducting regular warehouse inspections to ensure warehouse health/sanitation and safety standards are met in accordance with AIB (Food Safety), USDA, Feeding America, OSHA, and federal, state, and local regulatory agencies
- Implement safety program and conduct safety trainings for staff
- Plan and organize workload of staff's daily work to be completed in an efficient and timely manner
- Oversee the utilization of technology within the department to maximize effectiveness and efficiency
- Serve as liaison with other departments in the coordination of transportation activity to meet all program and organization needs
- Maintain equipment repair files
- Lead team members to build a strong, consistent culture of safety, while working closely with all staff to support the food safety management system
- Assists with and/or participates in food sourcing activities as appropriate
- Assists with inventory related activities (receipt, processing, distribution, and storage) to ensure the quality and integrity of the product and system inventory

Supervisory

- Assign responsibilities and supervise the work of report staff on a day-to-day basis for optimal productivity
- Serve as a back-up to report staff as needed; to ensure inventory related activities are completed in an efficient and timely manner
- Provide leadership and training to ensure that all work is completed in a correct, safe, and timely manner
- Report all injuries and complete all related paperwork immediately

Other

- Demonstrate a commitment to the mission and values of Eastern Illinois Foodbank
- Other duties and special projects as assigned

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working condition may vary between controlled temperatures in an office-environment and non-regulated high temperatures in the warehouse
- Sitting and standing for long periods, walking intermittently
- Sitting at a desk for long periods of time to perform certain job functions; safely navigate through traffic
- Work in various weather conditions
- Office-type as well as warehouse environment with regular use of basic office equipment (i.e., computer, printer, phone system, copy machine/scanner, projector, etc.)
- Ability to occasionally lift or move up to 65 pounds regularly and repetitively, 75 pounds occasionally
- Ability to stand, walk, sit, use hands to finger, or feel objects, tools, or controls, reach with hands and arms, climb stairs, balance, stoop or kneel, crouch or crawl, talk or hear, and taste or smell
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- The noise level in the work environment is moderate to severe.
- While performing duties of this job, the employee may be exposed to wet or humid conditions, extreme cold or heat, and general outside weather conditions.

QUALIFICATIONS:

Competencies, Education and Experience

- 3-4 years in receiving, preferably in a food industry setting
- 1-2 years facility management
- 2-3 years in a supervisory role
- Ability to represent EIF with professional poise and work effectively with a wide range of constituents
- Demonstrates compassion and sensitivity to vulnerable populations
- Microsoft Office proficient using Outlook and Word, highly skilled using Excel
- Excellent organizational, time management, customer service and follow-through skills, able to handle multiple tasks
- Proficient in basic math and legible handwriting
- Able to read, write, and interpret written documents.
- Able to work as a team member
- Forklift Certification
- Serv-Safe Certification (paid for by EIF)
- Proficient at operating all warehouse equipment and able to train others in their operation

EXPECTED HOURS TO WORK:

This role is considered full-time exempt and is not eligible for overtime. Work schedule is from Monday thru Friday as scheduled with occasional weekend and evening hours.

JOB DESCRIPTION ACKNOWLEDGEMENT:

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. The CEO has exclusive rights to alter this job description at any time without notice. The job description does not

imply nor create a guarantee of employment and/or an employment contract of any kind. I understand that my employment with the Eastern Illinois Foodbank is at-will. The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing the listed functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these job functions.

I have read and understand the position expectations and job functions. I verify that I have received a copy of my job description by the signature below. As an employee of Eastern Illinois Foodbank, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Printed Name

Signature

Date

Manager Signature

Date

Eastern Illinois Foodbank 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 or expression, or any other characteristic protected by federal, state, or local laws.