



JOB TITLE: Warehouse Manager

REPORTS TO: Senior Vice President

STATUS: Full Time-Exempt

JOB FUNCTION:

Responsible for the day-to-day management of all warehouse activity to ensure the efficient and safe collection and storage of EIF Inventory. One of the leadership positions responsible for work flow thru the warehouse. Assist in development and responsible for implementation and management of safety programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Operations:

- Maintains operations by initiating, coordinating, and enforcing policies and procedures.
 - Implement and document ongoing warehouse facility safety 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 local and state regulatory agencies
 - Implement safety program and conduct safety trainings for staff
- Maintains physical condition of warehouse by planning and implementing new design layouts and inspecting equipment
- Responsible for facility security
- Responsible for required materials procurement
- Assists with related annual budget preparation and manages subsequent expenditures
- Assist with coordination of renovations and facility expansion
- Assist with Disaster Plan
- Provide maintenance and upkeep of office work spaces in coordination with Administrative Supervisor
- Maintain professional and technical knowledge by attending educational workshops and reviewing professional publications
- Assist with physical inventory when needed

Supervisory

- Supervise the day-to-day activities of assigned staff
- Assign responsibilities and supervise the work of Community Service Workers, Experience Works Staff, and Volunteers for optimal productivity
- 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 Duties as assigned

EIF Internal Relationships

- Works with Foodbank staff to carry out all aspects of warehouse product care from receiving, storage, and distribution to pickup and delivery.
- Work with Inventory Management Supervisor to ensure timely sort and repackaging of product.
- Works with Development Staff to on events and functions held at the facility.

- Works cooperatively with all Foodbank staff to ensure accurate agency orders, accounts receivable records, product donation receipts, inventory records, and general maintenance, cleanliness, and organization of the Foodbank's facilities and equipment.
- Works with Partnership Staff to maintain smooth business interactions with agency customers.
- WORK AT ALL TIMES TO PRESENT A POSITIVE IMAGE TO AGENCIES, DONORS AND THE PUBLIC AT LARGE

QUALIFICATIONS:

Skills and Experience

- Minimum of three years of warehouse management experience with demonstrated success in overhauling systems for better efficiency.
- Experience managing a safety program plus knowledge of appropriate AIB, OSHA regulations and record-keeping requirements
- MS Office proficient at an intermediate level; including Outlook, Word and Excel
- Creative problem-solver with strong organizational, planning, and management skills, able to handle multiple priorities and effectively work with a diverse staff.
- Supervisory experience (preferably in a warehouse environment)
- Ability to operate forklifts, pallet jacks, and other warehouse equipment is required, including OSHA certification
- Forklift Operator Safety Training
- Ability to lift 50 pounds regularly and repetitively, 75 pounds occasionally; frequently lift, bend and stand, push and pull carts
- Ability to obtain a valid Food Service Sanitation Certificate
- Pleasant and professional demeanor