



Job Description

JOB TITLE:	Vice President of Operations
REPORTS TO:	President & CEO
STATUS:	Full-Time
HOURS:	Monday-Friday as scheduled; Weekends as needed.
SUPERVISORY ROLE:	Yes
NO. OF DIRECT REPORTS:	2
TRAVEL REQUIRED:	0-5%

PRIMARY FUNCTION:

Responsible for oversight of all operational and facility functions including: food procurement and distribution, including both donated and purchased food, logistics, inventory, food safety, workplace safety, facilities and fleet maintenance.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Provide leadership and direction to manage focused and effective strategic supply chain.
- Ensures safe, secure, clean, compliant, and well-organized facility.
- Provides supervision and oversight to EIF's distribution and warehousing of food, ensuring best practices and compliance with all safety and other regulations (e.g. OSHA, DOT, AIB Food Safety, and Feeding America).
- Ensures efficient transportation logistics including delivery/pickup routes, as well as the maintenance and management of vehicle fleet.
- Provide adequate systems of internal controls to ensure proper stewardship of operational assets including inventory, warehouse equipment, transportation equipment, electronic equipment and all EIF facilities.
- Responsible for the creation, review, and maintenance of Standard Operating Procedures for areas of oversight.
- Manage the EIF Safety Committee and participate in other roles or committees as needed.
- Responsible for business continuity and disaster relief plans, in collaboration with other team members.
- Collaborate on current technology infrastructure, provide recommendations and ensure smooth implementation of new systems.
- Manages vendor and consultant contracts related to operational needs.
- Serves as a member of the leadership team, collaborating and communicating with all departments and providing crucial information from an operational perspective for the development and implementation of the strategic plan, budget, policies and procedures.
- Prepares and presents various reports, as directed or mandated by the regulating authority.
- Promotes and facilitates collaboration, communication and information flow among all EIF staff to ensure operational efficiency and success.
- Identify and engage in professional development activities to enhance skills needed for successful job performance.
- Other duties 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 or in a vehicle 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:

- Minimum 5 years of experience in warehouse management, general materials handling and trucking/freight industry, preferably in a food bank or food industry setting
- Excellent communication skills both oral and written
- Excellent analytical, mathematical and problem-solving skills
- Strong leadership ability, sound judgment and high professional ethics
- Proficient in MS Office applications
- Forklift and Food Safety Certification or the ability to certify
- Current valid driver's license, good driving record, and reliable transportation
- Flexible schedule; some evenings and weekends required

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. Personal transportation is required for all weekend and evening events.