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| Job Title: | Warehouse Manager |
| Department: | Operations / Warehouse |
| Employee Type: | Non-Exempt Full-Time |
| Reports to: | Executive Director |
| Supervises: | Warehouse coordinator and driver(s)/driver assistants |

Summary: Manages the daily operations of the food bank and ensures established policies and procedures (as set forth by the Board of Directors). Responsible for the cleanliness of the facility and safe food handling procedures.

Compensation: This position pays \$20.00 per hour. We offer a Health Reimbursement Account, sick time (based on Arizona state law), and six paid holidays per year

Essential Duties and Responsibilities: Included, but are not limited to, the following, or the Executive Director may assign other duties:

Volunteers:

1. Recruit and manage volunteers.
2. Responsible for a training program for new volunteers and ongoing training for established volunteers. Training should include food handling, distribution, and safety.
3. Ensure compliance with policy and procedures, requirements and rules of the food bank, Pinal County, St. Mary's Food Bank (CSFP Program) and United Food Bank.
4. Responsible for ensuring team leaders have been selected and trained to follow standard established policies and procedures.
5. Responsible for ensuring all daily volunteer shifts are adequately staffed.
6. Responsible for Community Service and Court-ordered volunteers regarding policy and procedures of the food bank and logging hours worked.

Drivers:

1. Ensure drivers are trained and followed established policies and procedures.
2. Ensure the donation forms for donor stores are in the truck.
3. Ensure drivers are on the Food Bank insurance policy.
4. Ensure the Food Bank delivery and pick-up dates are covered with a driver and driver assistant. The warehouse manager will fill in as needed.

Truck:

1. Ensure regular maintenance and repairs as needed. Maintain documentation of such and within budget.

Food Management:

1. Ensure food from the Temporary Emergency Food Assistance Program (TEFAP) and all other agencies are ordered using the proper methodology, in a timely fashion and within budget.
2. Analyze and record inventory on an ongoing basis and at the end of the month. Adjust the contents of food boxes to reflect said inventory and reduce costs.
3. Adjust the distribution of non-boxed food items to clients to ensure compliance of "pound per client" goals as set forth by the Board.
4. Maintain poundage records of unusable food.
5. Must adhere to Pinal County and United Food Bank facility and cleanliness published standards.
6. Attend mandatory yearly United Food Bank meeting.

Miscellaneous:

1. Ensure and record all coolers and freezers are operating within safe parameters.
2. Ensure all necessary supplies for maintenance and daily operation are on hand.
3. Food drives: provide boxes and arrange for pick-up of donated items as needed.
4. As time and other duties permit, support local public awareness and activities regarding the Food Bank.

Minimum Qualifications:

- High school diploma or equivalent
- Valid Arizona Driver's License in good standing with no traffic citations or DUI in the last three (3) years.
- Current restaurant and food handler certificate and forklift operator certification or ability to obtain.
- Must be 25 years of age or older.
- Management: 1 year (Preferred)
- Customer Service: 2 years (Preferred)
- Distribution Management: 1 year (Preferred)
- Inventory Management: 1 year (Preferred)
- One to two years of Commercial Driving experience preferred.
- Experience driving a 16" box truck preferred.
- Experience operating lift gate preferred.

Knowledge, Skills and Abilities:

- Demonstrate strong organizational skills
- Able to work with minimal supervision
- Able to multi-task and problem solve in a fast-paced environment
- Proficiency in Microsoft, Word, Excel, and Outlook preferred.
- Able to perform basic numerical calculations.

Physical Demands: The physical demands described below are representative of those required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Must be able to lift 50 lbs. Unaided using proper techniques.
- 75% of the day requires standing or walking on concrete floors.
- Must be familiar with and able to operate a gas forklift.
- Must be familiar with and able to operate a pallet jack (manual and electric).
- Loading and unloading of warehouse materials off delivery trucks with or without auxiliary equipment is required.
- Working on and around heavy equipment.
- Carrying, pushing, pulling, climbing, and balancing.

Work Environment:

- The work will be conducted in a warehouse environment.
- May encounter temperatures ranging from 32 to over 100 degrees.
- May occasionally walk on slippery surfaces.
- The noise level in the work environment is such that he/she may have to shout to be heard.