



JOB ANNOUNCEMENT

Are you interested in using your logistics experience to make the difference in the lives of over 10,000 community members every month?

Do you strongly believe no man, woman or child in Tulare County should go to bed hungry?

If you answered yes, please consider joining FOODLINK for Tulare County. We are seeking a highly organized, dependable Operations Manager with great communication skills who will develop, lead and manage our Food Bank operations. We need a candidate who can thrive in a dynamic environment, inject fresh innovations into our logistics and inventory systems, and can motivate their team.

HOW TO APPLY

To apply for the position of Operations Manager, please submit your current resume along with a cover letter to:

employment@foodlinktc.org

The resume and cover letter can also be mailed to:

FOODLINK for Tulare County

PO BOX 391

EXETER CA 93221

No phone calls.

 **DEADLINE:** Tuesday, August 14, 2018

JOB DESCRIPTION

Operations Manager



REPORTS TO:	Executive Director
JOB STATUS:	Salaried/Exempt
SUPERVISES:	Drivers, Warehouse Staff
COMPENSATION:	\$49,920-\$52,000

SUMMARY

Directs, administers, and coordinates the operational activities in regard to logistics and distribution. Execute measures and manage the complete process of inventory and space management, packaging and repackaging, allocations, order picking, staging, and coordinated agency services through the implementation of lean management principles and philosophies supporting FOODLINK's strategic plan.

RESPONSIBILITIES

- Coordinate the daily operation ensuring efficient and effective receipt, storage and distribution of perishable and shelf stable food products and partner agencies and clients.
- Oversees and ensures proper coordination and execution of delivery programs, warehouse inventory, and distribution programs.
- Ultimate operational responsibility for operations, transportation, and production services including all drivers and warehouse team members.
- Develops metrics to measure performance, control assets and related costs, optimize transportation equipment and associated maintenance.
- Manage policy development and deployment in the areas of lean operating techniques, cost reduction, complete and on-time delivery, safety, client satisfaction, and site performance measures.
- Coordinates with staff in regard to the day-to-day maintenance, safety inspections, and repair of the warehouse, fleet, and equipment.
- Coordinates plans for further development of existing programs to increase the output and efficiency in response to demand for various kinds of food assistance.
- Establishes, monitors, and maintains drivers' routes, including special pickups and deliveries.
- Plan and direct all warehouse functions including receiving, distribution and facility management.
- Oversees warehouse operations including traffic flow and scheduling systems, loading dock activity, food storage and security.
- Responsible for the development, growth, and ongoing maintenance of USDA inventories.
- Secures the willingness of donors/vendors to donate/provide product, and maintains and nurtures donor relationships.
- Arranges the acceptance of product from national, regional, and local donors.
- Works to make responsible and efficient purchases of bulk food, negotiating pricing to meet budgetary requirements.

JOB DESCRIPTION-Page 2

Operations Manager

RESPONSIBILITIES-Continued

- Ensures product meets quality and safety standards.
- Effectively coordinate and use FOODLINK's Food Bank Inventory Software system to ensure the proper management of food inventories.
- Schedule and conduct monthly safety training for drivers and warehouse team.
- Prepares monthly inventory report and other specialized reports as needed.
- Collaborates with FOODLINK's Community Engagement Coordinator to secure the workforce needed for efficient and smooth operations.
- Manage a consistent process with the Finance team with regard to adjustments and inaccuracies.
- Participate in fundraising, special events and other community events which may involve evenings and weekends.
- Perform other duties as assigned by the Executive Director.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Logistics or Supply Chain Management preferred or commensurate distribution experience.
- Minimum of three (3) years management experience in distribution, operations or logistics.
- Knowledge of best practices in warehousing and distribution.
- Knowledge of OSHA regulations, food safety requirements, auditing requirements, and inspections.
- Valid California Class-C driver's license and insurable driving record required.
- Previous Warehouse Management System experience.
- Strong analytical skills with a comprehensive understanding of key supply chain processes including inventory control and order processing.
- Management skills with particular emphasis on leadership, supervision, motivation, and communication.
- Self-starter who can make decisions and solve problems.
- Ability to work both independently and in a collaborative setting with people of diverse backgrounds/ circumstances.
- Solid computer skills, and competency with Microsoft Office (Excel, Word, Outlook).
- Knowledge of truck maintenance and safety procedures, DOT/DMV requirements as they pertain to Class A and Class B drivers.

PERSONAL ATTRIBUTES

- Flexibility and adaptability to fit the needs of a wide range of cultures, people, and organizations.
- Strong work ethic with an orientation towards constant innovation and process improvement.
- A great sense of humor, customer services mindset, impeccable integrity and honesty.

JOB DESCRIPTION-Page 3

Operations Manager

PHYSICAL REQUIREMENTS

- Walking, driving, typing, talking, sitting, bending, filing, hearing, writing, analyzing, identifying, analytical reasoning, remembering, understanding, interpreting, and problem solving. Must be able to move and lift 20 pounds.

As a part of FOODLINK's pre-employment screening process, all potential employees are subject to a Criminal Background Check and Drug Testing.

ABOUT FOODLINK

FOODLINK for Tulare County is the food bank committed to building a healthy and hunger-free Tulare County. Every year, FOODLINK distributes millions of meals every year to dozens of food pantries throughout Tulare County, providing food to seniors, children, individuals and families in need. FOODLINK is also at the forefront of new approaches to ending hunger and poverty through nutrition education and food system change.

FOODLINK for Tulare County does not and shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, housing status, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. Additionally, we will not discriminate against any employee, volunteer or client engaging in civil rights activities. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.

FOODLINK for Tulare County is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.



www.foodlinktc.org
559.561.3663
611 2nd Street • P.O. Box 391 • Exeter, California 93221