



## PRODUCTION AND SORTING MANAGER

**Are you interested in using your production or warehouse management experience to make the difference in the lives of 116,000 Alameda County residents every month?** Do you strongly believe that no man, woman or child in Alameda County should go to bed hungry? If you said yes to any of these questions, then please consider joining the Alameda County Community Food Bank's mission of passionately pursuing a hunger-free community.

The Production & Sorting Manager manages and oversees all volunteer repack and production activities in the warehouse by developing and maintaining best-in-class processes by focusing on high-quality, efficient, engaging and on-time operations. The Production & Sorting Manager works closely with the Warehouse and Food Sourcing teams to manage the flow of raw product into the warehouse and finished product prepared for distribution. This position oversees two warehouse stock associates and works closely with the Volunteer Manager to ensure a positive, rewarding and safe experience for all volunteers.

The 2016 Feeding America Food Bank of the Year, Alameda County Community Food Bank is a well-established and multi-faceted organization serving 1 in 5 Alameda County residents. Our organization's success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking to create a healthier, more prosperous and just community *for all*. The distribution of 31 million meals annually, through partnership with 200 community organizations, is the core of our efforts – which also include nationally-recognized advocacy and outreach efforts, nutrition and wellness, research, and partnerships in healthcare and education. We have received Charity Navigator's top rating for 11 consecutive years, ranking us among the top 1 percent of charities nationwide. Please learn more about our efforts at [www.accfb.org](http://www.accfb.org).

### KNOWLEDGE SKILLS AND ABILITIES

- Minimum of three years of related work experience managing fast-paced production and/or warehouse environment with at least one year of prior supervisory experience. Inherent understanding of basic supply chain systems, inventory processes and tracking. Food production experience preferred.
- Excellent verbal and written communication skills and customer service experience.
- Basic computer skills to maintain inventory controls. Able to create monthly, weekly and daily production schedules and production KPI reports. Demonstrate math proficiency at the basic high-school skill level.
- Highly organized individual with regulatory and record retention knowledge.
- Familiar with AIB or similar food safety requirements. Food Safety Certification or ability to earn certification within first 30 days of hire. Experience with basic monthly, weekly and daily cleaning schedule for food warehousing a plus.
- Knowledge of work safety standards to manage the safety of volunteers and ensure safe food handling.
- Forklift Certification or ability to earn certification within first 30 days of hire. Ability to manage flatbeds, electric pallet jacks, conveyor belts and other equipment necessary to accomplish the work.
- Ability to pass background check, including criminal investigation, to ensure ability to work with or around youth, seniors, and other vulnerable populations.

### PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, and diversity.
- Impeccable integrity and honesty.
- Strong work ethic with an orientation towards constant innovation and process improvement.

- Innovative self-starter and problem-solver with a bias towards action.
- Ability to work both independently and in a collaborative setting with people of diverse backgrounds and circumstances.

#### **PHYSICAL REQUIREMENTS**

This work is located in an office and warehouse environment. Some local travel may be involved to assist with volunteer events. The following physical abilities are necessary and essential functions of this position:

- Ability to lift up to 25 lbs.
- Ability to speak, hear, read, and write clearly.
- Ability to quickly use deductive reasoning and communicate solutions.
- Ability to use a computer terminal for a minimum of seven hours per day.
- Possession of reliable transportation and a valid California driver's license.

This is a full-time exempt position. The starting salary range for this position is \$68,670 to \$70,959, depending on experience. We offer an outstanding benefit package including:

- Medical: 100% for employees and 93% for dependents for Kaiser HMO. Buy-up options to Blue Shield HMO and PPO plans are available.
- Dental: 100% for employees and their dependents.
- Vision: Optional
- Flexible Spending Accounts: Optional
- Commuter Benefit Account: Optional
- Supplemental life, ADD & LTD insurance: 100% coverage.
- 403(b) plan available on the first day with employer match after one year of service.
- Employee Assistance Program: 100% coverage for employee and dependents.
- Generous vacation, sick and holiday leave accruals.

**If you meet these qualifications and want to join our mission, please send your *resume and cover letter* through our careers page located at <https://www.accfb.org/about-us/careers/>**

Due to high volume from our open positions and our limited capacity, we are unable to accept phone inquiries at this time. Thank you for your interest!

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Posted: July 30, 2018



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