



Job Title: Warehouse Manager
Department: Warehouse
Supervisor: Director of Operations
FLSA Status: Exempt
Date: rev. August 2017

Background

The Food Bank Coalition of San Luis Obispo County is a nonprofit, tax-exempt organization. We serve our neighbors who are food insecure, often not knowing where their next meal will come from, as well as those at risk of hunger. Each year we supply 6 million pounds of food to 44,000 people in San Luis Obispo County through a network of 120 charitable feeding programs – including food pantries, homeless shelters and afterschool programs. We believe every human being has the right to nutritious food, which is why 50% of the food we distribute is fresh produce.

Job Overview

The Warehouse Manager (WM) is the primary person responsible for overseeing warehouse operations and reports to The Director of Operations (DO). Responsibilities include:

- Serving as the primary supervisor for warehouse staff and volunteers
- Prioritizing morale and maintaining an upbeat and encouraging disposition with staff, volunteers and coworkers
- Championing safe workplace practices, at all times
- Maintaining a first-in, first-out system of inventory control and storage
- Maintaining best practices for food safety controls
- Overseeing regular inventory cycle counts and reconciliation
- Participating in annual regulatory and audit-related preparations and reporting processes
- Coordinating logistics for daily food rescues from local grocery stores, farms, food drives and donors
- Coordinating incoming shipments, in conjunction with DO and other relevant staff
- Coordinating order building and fulfillment, in conjunction with Program Staff
- Creating weekly and daily Warehouse Staff scheduling
- Working in conjunction with The Fleet & Facilities Maintenance Supervisor (FFMS) to maintain fleet and facility operational and cleanliness standards
- Safely operating forklifts, electric jacks and large box trucks

Other Roles and Responsibilities

- Community engagement: this position requires a person that is excited by, and committed to, working closely with volunteers and Partner Non-Profits to accomplish warehouse tasks
- Technological capability: high-level operation of inventory systems, digital calendar tools, databases and cloud-based collaborative applications
- Interpersonal skills: ability to engage in challenging dialogue and to de-escalate tensions with staff, clients and volunteers, should they arise
- Being responsive: monitoring and fielding phone and electronic communications relevant to warehouse operations
- Being vigilant: documenting safety and operational concerns to be reviewed with DO for enhanced staff training
- Other duties, as assigned

Knowledge, Skills, Talents, & Abilities

- **Speaking and Communication** – Talking and writing to others to convey information effectively,

both in person and via electronic communications

- **Coordination** – Adjusting actions in relation to others’ actions. Organizing, planning, and prioritizing work in order to accomplish specified goals and objectives.
- **Ability** to follow directions and problem solve.
- **Ability** to multi-task, coordinating multiple objectives at the same time
- **Extent Flexibility** -- Ability to bend, stretch, twist, or reach with body, arms, and/or legs.

Education and/or Experience

- High School diploma or equivalent, with college-level education preferred
- Minimum of one (1) year experience in a management role
- Bilingual English and Spanish speaker preferred, but not required
- 18 years of age or older

Additional Information

- Must possess a valid California Driver’s License
- Must have a reliable vehicle, clean driving record, minimum of 2 years’ driving experience and valid proof of insurance
- Must be willing to travel throughout San Luis Obispo County

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The ability to stand for extended periods of time; the ability to see details at close range (within a few feet of the observer); to lift, carry, and load up to 50 pounds. Must be able to bend, stoop, climb, and crouch repeatedly throughout the day.

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.

Variable work environment; work is conducted both indoors and outdoors with varying environmental conditions; indoor facilities kept at cold temperature, so warm clothing is required. Noise level varies from quiet office environment to very noisy warehouse. Exhaust and dust will be present in the warehouse.

Acknowledgement

I acknowledge that I have read the job description and requirements for the Warehouse Worker position and certify that I can perform these essential functions.

Applicant/Employee Signature

Date

discriminate on the basis of race, creed, national origin, genetic information, disability, sex, marital status, age, or any other protected status covered by federal or state law. This job description does not constitute an employment agreement and is subject to change.