



Transportation Manager

Sacramento Food Bank & Family Services (SFBFS), a local non-profit organization serving families and individuals in need since 1976, offers fourteen diverse programs and services at two facilities in Sacramento. A staff of 83 and several thousand volunteers accomplish SFBFS' mission of assisting families in need by alleviating their immediate pain and problems and by moving them toward self-sufficiency and financial independence. For more information, please visit www.sacramentofoodbank.org.

POSITION DESCRIPTION

Sacramento Food Bank & Family Services (SFBFS) Transportation Manager is responsible for various functions relating to transportation and logistics. Duties include scheduling and routing of drivers, coordinating transport of product, regulation compliance, fleet maintenance, driver safety data, carrier services management, purchase and billing evaluation and business expense reporting and analysis. This position is also responsible for supervision/management of transportation staff.

The Transportation Manager is responsible for the following:

- Responsible for day-to-day operations of the transportation department; including supervision/management of staff
- Coordinate all traffic functions relating to freight movement into and out of the SFBFS' Distribution Center, maintaining prescribed service levels, and keeping costs at a minimum while ensuring efficient resource utilization and achievement of service goals
- Coordinate dispatching drivers for customer pickups and agency deliveries as required. Determine the most economical traffic patterns
- Plan and organize workload of staff's daily work to be completed in an efficient and timely manner and all other department requests are fulfilled
- Manage maintenance of the fleet to ensure that vehicles are clean and operating properly and maintain timely inspections and licensing of all vehicles. Ensure drivers are completing pre and post trip inspections
- Create and maintain truck maintenance records and document necessary procedures
- Other duties as assigned

REQUIREMENTS

- 3-5 years in transportation or receiving management, preferably in a food industry setting, familiar with transportation management systems and 3 years in a supervisory role
- Bachelor's degree - related to transportation or food industry (or equivalent)
- Commercial Driver's License (CDL) required; must be forklift certified and operate pallet jacks
- Working knowledge of federal and state transportation regulations including DOT/Safety regulations and compliance record keeping
- Computer literacy (PC, Microsoft Office Software, Data Entry Software)
- Experience working with third party logistics companies

POSITION DETAILS

- Full time, hourly exempt; based on 40.0-hour work week with occasional weekends, nights and holidays
- Comprehensive benefits including medical / dental / vision / life / AD&D / LTD / retirement and more

Applicants must include resume, cover letter and [SFBFS' Employment Application](#) which includes 3 professional references (found on www.sacramentofoodbank.org/jobs) to employment@sacramentofoodbank.org for consideration. No phone calls please.