

Job Title: **Warehouse Supervisor**  
Reports To: Operations Director  
Classification: Regular, Exempt, Full-Time  
Schedule: Monday to Friday, 6:30am 3:00pm  
Location: Fairfield, CA

This position supervises the day-to-day operations of the Food Bank's Solano warehouse team and operations, as well as organizes and maintains inventory and storage areas.

### **Essential Duties and Responsibilities**

- Directly supervise the work of 6 warehouse staff members.
- Work closely with the Remote Distribution Coordinators to prepare agency orders for shipment. This includes pulling the orders, staging to be verified, verified, wrapped and loaded.
- Manage the flow of product for the order pullers. Keeping proper stock on the floor, ensuring pallets and products are tagged.
- Keep up with the routine demand of agency orders of 150 per week, and the increased demand of the holidays up to 240 per week.
- Receive all inbound loads of produce, USDA, purchased food and program fund food items, up to 15 truckloads a week.
- Work with Program Coordinators to ensure boxing projects are ready for volunteers.
- Work with the Remote Distribution Coordinators for cycle counts and perform monthly USDA inventories as well as year-end inventory.
- Other duties as assigned.

### **Qualifications**

- 2+ years' experience in a warehouse supervisory role preferred.
- Experience supervising and directing the work of a team required.
- Ability to prioritize and manage multiple tasks and projects while meeting strict deadlines.
- Working knowledge of inventory control practices utilizing inventory control software.
- Strong computer skills, including Microsoft Excel.
- Experience in safety management preferred
- Ability to identify and resolve problems in a timely manner, develop alternative solutions, and use reason even when dealing with emotional topics.
- Valid California Driver's license and insurance, required.
- Ability to occasionally lift up to 50 pounds.
- Ability to pass a drug screen, background screen, and be covered under the Food Bank's auto insurance policy.
- Forklift experience preferred.

### **Benefits**

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b), and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees,



## Job Opening

where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

### **To Apply**

Please send your resume and any supporting documents to [hr@foodbankccs.org](mailto:hr@foodbankccs.org) with the subject line: **"Warehouse Supervisor."** Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano  
Attn: Human Resources  
4010 Nelson Ave  
Concord, CA 94520**

**The Food Bank is an equal opportunity employer**