

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

Summary

As a key member of the Operations management team, the Distribution Warehouse Manager supervises day to day operations, including but not limited to, food distribution and inventory management, and leads the staff team at the Food Bank's warehouse in Fairfield, CA.

Essential Duties and Responsibilities

- Provide leadership and direction to a team of distribution center associates including determining job assignments, defining expectations, coaching, managing performance, and supporting individual development.
- Establish operational procedures and standard work for verification of incoming and outgoing shipments, handling and distribution of product, and rotation of produce inventory.
- Assist in the development of long-term plans for the distribution center. This includes expansion, storage strategy, capital improvements, major maintenance expenditures, stocking levels, improving the volunteer experience, etc.
- Responsible for taking an unpredictable inbound supply of food and turning it into a predictable and stable outbound supply of food while minimizing cost and maximizing inventory turns.
- Manage and ensure all aspects supporting inbound receipts, stock put away, bin location management, FIFO control, outbound order accuracy, inventory cycle counts, and inventory accuracy are consistent with business expectations.
- Ensure adherence to AIB, OSHA, GMP, and food safety and facility standards and compliance while meeting operational goals.

Qualifications

- 5+ years of experience in a warehouse management role, required.
- A minimum of 3 years of experience leading and developing high performing teams, required.
- Working knowledge of inventory control practices utilizing inventory control software.
- Basic proficiency with Microsoft Outlook and Excel, required.
- Excellent customer service skills with the ability to deal tactfully, confidently and ethically with both internal and external customers demonstrating cultural sensitivity.
- Effective conflict de-escalation and resolution skills.
- Strives to create a solutions orientated work environment that is collaborative, productive, fun, and safe.
- Ability to prioritize and manage multiple projects at once in a fast paced, deadline-driven collaborative environment with people of diverse backgrounds and circumstances.
- Ability to identify and resolve problems in a timely manner and develop alternative solutions.

Job Opening

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to occasionally lift and/or move up to 50 pounds.
- Ability to pass a drug screen, including marijuana, and background screen.
- Valid California Driver's license and insurance and ability to be insured under the Food Bank's auto insurance required.
- Forklift experience, preferred

Additional Information

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

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) employer matching, and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the organization. We strive to provide an inclusive, collaborative, and 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 with the subject line: "Distribution Warehouse Manager." Email submission is preferred.

Or by mail to:

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

For more information about us, please visit: <http://www.foodbankccs.org>

**The Food Bank of Contra Costa and Solano is an Equal Opportunity Employer
Underrepresented groups are encouraged to apply.**