

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

**Are you a skilled warehouse manager with perishable food distribution experience?
Do you thrive on making a difference in the lives of others?
If so, we want to hear from you!**

This is an exciting opportunity to oversee a brand new 104,000 square foot food distribution warehouse in Northern California. This position will lead a newly formed team of committed Hunger Fighters and will oversee day to day operations, including but not limited to, food distribution and inventory management. Utilize your management skills and food distribution and warehousing experience in the fight to end hunger!

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.
- Experience warehousing and distributing perishable foods, required. Beverages alone do not qualify.
- Working knowledge of inventory control practices utilizing inventory control software.
- Basic proficiency with Microsoft Outlook and Excel, required.

Job Opening

- 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.
- 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.
- Employment is contingent on a satisfactory criminal background screen and passing drug test, including marijuana.
- Valid California Driver's license and insurance and ability to be insured under the Food Bank's auto insurance required.
- Forklift experience preferred

COVID Requirements

As a condition of employment, FBCCS requires all employees to be fully vaccinated against COVID-19, unless approved for a reasonable accommodation based on disability, medical condition, or religious belief that prevents you from being vaccinated. If you are vaccinated, you are required to have received at least one COVID-19 vaccine prior to your first day of employment and to provide proof of full vaccination status within 30 days.

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.

Compensation and Benefits

This is a full-time, exempt position. The non-negotiable starting pay for this position is \$82,770 annually. We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package. The Food Bank covers the full cost of the monthly premium for health benefits for employees and dependents. We also offer a 403b retirement plan with a discretionary 3% employer match among other benefits such as FSA, life insurance, and paid time off. 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.

Job Opening

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.**