

Job Title: Assistant Warehouse Manager
Department: Operations
Reports To: Warehouse Manager
Classification: Regular, Exempt, Full-time
Location: Concord, CA
Schedule: Tuesday – Saturday, 5:30am - 2pm

Who We Are

For over 45 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

About this Opportunity

Primary function is to assist the Warehouse Manager in all functional aspects of warehouse management, including, but not limited to, employee management, inbound and outbound shipment oversight, product inventory, and be able to serve as acting Warehouse Manager, if and when necessary. This position is responsible for ensuring the highest level of customer service, while effectively utilizing staff and equipment in the Operations Department.

Essential Duties and Responsibilities

- In support of and in conjunction with the Warehouse Manager, manages operational function of the warehouse.
- Ensures receipt and invoicing of all inbound and outbound inventory.
- Ensures accuracy of warehouse inventory utilizing CERES Warehouse Management System.
- Ensures completion of annual and cycle inventories.
- Assure the accurate receipt, tagging, placement and re-stocking of all products to ensure inventory counts are correct and inventory is stored in the proper location.
- Helps develop and make recommendations for appropriate Standard Operating Procedures (SOP) for the delivery/pick up processes along with establishing SOP for activities such as verification of incoming and outgoing shipments, handling and disposition of materials, and keeping warehouse inventory current.
- Aids in investigating all delays in donor pick-up and agency deliveries as to cause and takes needed steps to prevent further problems.
- Responsible for safely loading and unloading warehouse shipments.
- Inspect physical condition of warehouse and equipment and prepare work order for repairs and requisitions for replacement of equipment.
- Manage the accuracy of bins by categorization and conduct weekly audits
- Assist in allocating product, review staged agency orders for accurate picking and ensuring product quality control is maintained.
- Assist in the general maintenance of the facilities including repairs, painting, and special projects, and direct volunteers assisting in these projects.
- Provide customer service, problem solving and ensure the security of the Food Bank and its staff.
- Participate in planning personnel safety and plant protection activities.

Qualifications

- Associate's degree (A. A.) or equivalent from two-year college or technical school and five years related experience and/or training; or equivalent combination of education and experience.
- Must have previous experience with Warehouse Management software (i.e. Microsoft Navision) as well as Microsoft Word, Excel, and Outlook.
- Ability to analyze data and compile statistical summaries and reports to resolve inventory discrepancies.
- 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.
- Forklift and electric pallet jack experience required
- Ability to pass a drug screen (including marijuana).
- Valid California Driver's license and insurance and ability to be insured under the Food Bank's auto insurance required.

Additional Information

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

Compensation and Benefits

This is a full-time, exempt position. To ensure internal pay equity, the starting pay for this position is \$68,640 annually.

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, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: "Assistant Warehouse Manager". Email submission is preferred.

Or by mail to:

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



Job Opening

FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.

We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

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