

**Job Title:** Warehouse Manager  
**Department:** Operations  
**Reports to:** Director of Operations  
**Classification:** Regular, Full-Time, Exempt  
**Location:** Fairfield, CA

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### **Who We Are**

For 50 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**

As a key member of the Operations management team, the 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.

### **Essential Duties and Responsibilities**

- Oversee inbound and outbound shipments, ensuring accuracy and timeliness.
- Maintain proper food storage practices (FIFO, temperature controls, cleanliness).
- Ensure cleanliness, organization, and safety in all warehouse areas.
- Inspect the physical condition of the warehouse and equipment to ensure safe and efficient operations.
- Prepare work orders for repairs and requisitions for equipment replacement as needed.
- Maintain accurate inventory records using CERES warehouse management systems.
- Conduct regular cycle counts and annual physical inventories.
- Manage receiving, storing, and distributing food and non-food items.
- Lead, train, and schedule warehouse staff and volunteers.
- Manage weekly volunteer boxing/production operations, including labor planning, inventory (packaging and product), and quality control processes.
- Monitor performance and promote a culture of safety and teamwork.
- Maintains metrics (KPI's) and analyzes data to assess performance and identify improvements.
- Conduct performance reviews and provide coaching.
- Enforce food safety and sanitation guidelines (FDA, USDA, AIB, Feeding America, etc.).
- Ensure compliance with OSHA and company safety standards.
- Coordinate pest control, HVAC maintenance, and safety inspections.
- Collaborate with transportation staff to ensure smooth delivery operations.
- Support planning for special events, direct distributions, agency deliveries and agency pickups.

### **Qualifications**

- 5 years of experience in a warehouse management role preferred.
- 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 solution-oriented work environment that is collaborative, productive, 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.
- Ability to pass a drug screen 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.

### **Compensation and Benefits**

This is a full-time, exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$100,000 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 and any supporting documents to [hr@foodbankccs.org](mailto:hr@foodbankccs.org) with the subject line: **"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**

**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.**



## Job Opening

**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>