Job Title: Warehouse Manager

Reports to: Program Assistant/Executive Director

Classification: Non-Exempt/40 hours p/wk

**Position Overview**

Warehouse Manager oversees all logistic activities, including inventory of all equipment and materials/supplies, quality control of food donations, reporting, and maintenance of all equipment and vehicles.

Typical work activities include:

* Maintain warehouse and storage area in a safe and organized manner
* Plan and monitor storage and delivery/Oversee food-related quality control
* Maintain supply inventory
* Ensure quality and delivery objectives are met; with direction from the Executive Director
* Organize the recruitment, training and activities of staff and volunteers, assign jobs, and monitor staff performance
* Motivate, organize and encourage teamwork to ensure set productivity targets are met;
* Produce regular reports and statistics on a monthly basis
* Maintain standards of health and safety, hygiene and security in the work environment, for example, ensuring that stock such as chemicals and food are stored safely;
* Oversee planned maintenance of vehicles, machinery and equipment.
* Suggest measures of improvement and development
* Assist Executive Director as needed with Public Relations,

Requirements:

* 3 years experience in Warehouse/Inventory Management in past 8 years. Emphasis on food-related quality control preferred.
* Computer literate with knowledge and experience with MS Outlook, MS Word, and MS Excel
* Clean driving record with eligibility to drive company vehicles.
* Have reliable transportation
* Possess effective interpersonal skills and be able to work in a diverse environment with people of various ages, educational, ethnic and socio-economic backgrounds.

Physical Requirements:

* Ability to stand, squat, climb, bend, kneel, stoop, walk, push, pull, and crouch for long periods of time
* Ability to lift up to 50lbs on a regular basis

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.