



**HIGH PLAINS
FOOD BANK**

Job Description

Job Title: Warehouse Manager
Reports To: Assistant Director
FLSA Status: Exempt/Middle Manager; Salaried

Summary of Position

The Warehouse Manager is responsible for the overall coordination, management and supervisor of the High Plains Food Bank's total warehouse operations and physical plant. Which includes: warehouse staff, vehicles, equipment, and warehouse/building facilities.

Summary of Duties/Responsibilities

1. Responsible for cleaning, safety, self-inspections, employee training, temperature logs, pest logs, and others that may be necessary to maintain highest quality of facilities
2. Plans and coordinates City / Rural Route Delivery service and pickups
3. Maintains all necessary records in regards to Vehicle and Service Requests
4. Responsible for responding to security issues after hours
5. Builds necessary spreadsheets in accordance for record keeping
6. Provides accurate and timely reports and documentation as required by federal and state representatives, contractors, Feeding America, and Inventory Control Manager
7. Determines and coordinates with the Assistant Director / Inventory Manager about the cycle count process, staff participation, record keeping, data collection, and information management
8. Responsible for the coordination of dumping spoiled, outdated or undeliverable food product with the approval of the Assistant Director
9. All other duties as assigned by supervisor

Core Competencies: customer relations; diplomacy; organization; report writing; multi-tasking; planning; project management; time management; ability to adjust to rapid change and multiple demands; inventory record keeping; proven judgment and initiative; quality of work with special emphasis on accuracy; attention to detail; ability to work effectively in a team environment; proficient in word and data processing software

Qualifications

- A minimum of 2-5 years management and warehousing experience and/or training
- Knowledge of basic Human Resources skills and procedures
- Valid TX Driver's License
- Knowledge of DOT regulations
- Knowledge of inventory management systems
- Knowledge of warehouse operations, practices, procedures, and standards
- Knowledge of OSHA regulations and requirements.
- Hydraulic equipment experience

To apply, qualified candidates should email a resume and cover letter to webmaster@hpfb.org and include "Warehouse Manager Application" in the subject line.