



Fighting Hunger. Giving Hope.

LOS ANGELES REGIONAL FOOD BANK

JOB AD

POSITION: Transportation/Operations Supervisor
SUPERVISOR: Transportation/Operations Manager
STATUS: Hourly/Non-Exempt

Company

The Mission of the Food Bank is to mobilize resources to fight hunger in our community. The Food Bank serves more than 300,000 clients on a monthly basis and, in 2018, distributed 67 million pounds of food. Los Angeles Regional Food Bank employees are hired based not only because of their skills, but also because of their commitment to our mission. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles County. Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all employees.

Essential Functions

This role is responsible for operations and transportation activities on a daily basis. Responsible for supervision of routing, dispatch, receiving, storage, movement and distribution of product in a manner consistent with Food Bank objectives. Supervises staff, projects and department objectives.

The successful candidate must have complete knowledge of logistics and warehousing, sanitation and food and general safety practices and procedures. As well as, excellent communication and problem-solving skills along with the ability to provide clear and concise details regarding cause and effect, both verbally and written.

What you'll do

Transportation: Responsible for effective and timely daily dispatch of trucks and drivers and keeping truck fleet in good working order. Supervises the activities of logistics staff in the development of route schedules and operator assignments to ensure efficiencies and on-time performance. Manage truck maintenance schedules for compliance of EPA and DOT rules & regulations, state inspections and preventive maintenance.

Operations: Responsible for the sanitation, safety, and maintenance of work areas; ensuring regular inspections and operations in a manner that promotes food and general safety, in compliance with OSHA and AIB standards. Responsible for daily execution and completion of the production schedule for production area. Makes sure that staff and volunteer personnel are working in their designated areas. Ensure forklift drivers are performing their daily inspections and keeping lifts clean and watered. Ensure that all personnel are working in a safe manner. Will supervise product receiving and storage.

Compliance and Supervision: Administer policies/procedures in a fair and consistent manner. Professionally address issues with employees, fellow supervisors and managers utilizing the proper resources. Individual builds trust and teamwork. Maintain compliance with AIB, OSHA and DOT standards in the entire facility. Work with Inventory Control Department to ensure excellent service to participating agencies. Complete all necessary records and reports in a timely and accurate fashion. Performs other such duties as assigned by supervisor.

Qualifications

- Minimum of 5 years' experience in transportation and warehouse shipping and receiving.
- Experience with Roadnet transportation routing system, ensuring compliance to standard operating procedures.
- Minimum High School Diploma, some college or other educational/training preferred
- Knowledge of best practices in warehousing and distribution for a food service operation.
- Knowledge of AIB and general food safety requirements, auditing requirements, inspections, etc. is a plus
- Knowledge of truck maintenance and safety procedures, DOT/DMV requirements as they pertain to Class A and Class B drivers.
- Solid computer skills in Microsoft Office; Excel, Word, Roadnet Transportation Systems
- Must be detail oriented and organized.
- Good analytical and problem-solving skills.
- Ability to interpret a variety of instructions furnished in written, verbal or schedule form.
- Must be available to work fluctuating schedule throughout the regular work week *including Saturdays*.

Benefits

We offer a comprehensive benefits package:

- Medical, dental, vision and flexible spending accounts.
- Employer paid Life Insurance and Long-Term Disability.
- 403(b) retirement savings plan.
- Employee Assistance Program.
- Vacation: Two weeks for the first three years.
- Sick Time: Nine days per year.

To Apply

Please submit a resume with cover letter and salary requirements directly to jobs@lafoodbank.org.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer."