



Fighting Hunger. Giving Hope.

LOS ANGELES REGIONAL FOOD BANK JOB AD

Job Title: **Transportation/Operations Supervisor**

Status: Non-Exempt/ Full-Time

Location: Los Angeles, California

Supervisor: Transportation/Operations Manager

Principal Function:

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.

Supervision Received:

Receives general supervision from and reports to Transportation/Operations Manager and/or Operations Director.

Supervision Exercised:

Exercises direct supervision of drivers, routers, warehouse workers, and volunteers.

Principal Duties:

- Responsible for daily dispatch of trucks and drivers
- Responsible for keeping truck fleet in good working order.
- Responsible for the sanitation, safety, and maintenance of work areas; ensure regular inspections and operations in a manner that promotes food and general safety, in compliance with DOT, OSHA and AIB standards.
- 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.
- 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.
- Responsible for daily execution and completion of the production schedule for production area.
- Maintain AIB standards in the entire facility.
- 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.
- 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.
- Good analytical and problem solving skills.
- Knowledge of AIB and general food safety requirements, auditing requirements, inspections, etc. is a plus
- Excellent communication and problem-solving skills along with the ability to provide clear and concise details regarding cause and effect, both verbally and written.
- Solid computer skills in Microsoft Office; Excel, Word, Roadnet Transportation Systems
- Knowledge of truck maintenance and safety procedures, DOT/DMV requirements as they pertain to Class A and Class B drivers.
- Must be detail oriented and organized.

- Ability to interpret a variety of instructions furnished in written, verbal or schedule form.
- Complete knowledge of warehousing, sanitation and food and general safety practices and procedures.
- Must be available to work fluctuating schedule throughout the regular work week including Saturdays.

Benefits:

We offer a competitive benefits package:

- Medical, dental, vision, flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability
- 403(b) retirement savings plan- 50% match up to 3% of comp
- Employee Assistance Program
- Vacation: 2 Weeks
- 9 paid Holidays
- Sick Time: 10 days per year

If interested in this position, please apply directly at <https://www.lafoodbank.org/jobs/> with résumé.

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

To learn more about the Food Bank check out our YouTube video:

https://www.youtube.com/watch?v=oMmy0NQBhw8&list=PL1A0WX5PAfgA_ZjX9hJfOxBbQbDENL5Yd&index=5

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