

## **LOS ANGELES REGIONAL FOOD BANK JOB AD**

Job Title: **Transportation/Warehouse Manager**

Status: Exempt

Location: Los Angeles, California

Supervisor: Director of Operations

### **Principal Function:**

Responsible for coordinating all warehouse and transportation activities on a daily basis. Responsible for leading and supervising the receiving, storage, movement and distribution of product in a manner consistent with Food Bank objectives. Manages projects and department objectives with significant financial and customer service impact.

### **Supervision Received:**

Receives general supervision from and reports to Director of Operations and/or Chief Operations Officer.

### **Supervision Exercised:**

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

### **Principal Duties:**

- 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.
- Establishes strategic and work plans through the development of short-, intermediate- and long-term objectives consistent with organization goals.
- Experience with process improvement or lean manufacturing to optimize an internal process that helps meet distribution objectives while minimizing operational costs; Coordinates manpower requirements with programs and/or sub-group teams and base management. Coordinates vehicle requirements with leasing agency.
- Directs the activities of logistics staff in the development of route schedules and operator assignments to ensure efficiencies and on-time performance. Develops and evaluates strategies to maintain/improve efficiencies in vehicle and operator run assignments.
- Develops team goals and performance measures and recommends policy direction. Identifies operational efficiencies and recommends cost savings measures, with a focus on on-time performance. Guides staff in monitoring and analyzing schedule and run cut statistics and performance measures, evaluating KPIs to ensure process efficiency and service level
- Supports the department manager in managing the department including working with budget management, ensures that budget expenditures are in compliance with targets, and ensures that projects are delivered timely and accurately.
- 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.

- Long hours required, particularly during high volume periods to ensure that all donor and client needs are serviced according to the daily schedule.
- 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 leading warehouse and carrier operations management in a food distribution or consumer products environment. Experience with Roadnet transportation routing system, ensuring compliance with standard operating procedures.
- Bachelor's degree in Business, Operations Management, Logistics, Supply Chain, Engineering or related field highly desired; Green Belt/Six Sigma certification highly desired.
- Knowledge of best practices in warehousing and distribution for a food service operation and ability to drive and implement change in a complex environment, preferably with an unionized workforce.
- Good analytical and problem-solving skills possesses the ability to develop and implement strategic plans
- Demonstrated ability to manage a Distribution Center and achieve results through others in a collaborative manner. Exceptional organization of short-, intermediate- and long-term commitments to ensure completion to schedule. Strong follow-up and follow through capabilities are a must.
- Knowledge of AIB and general food safety requirements, auditing requirements, inspections, etc.
- 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, ERP, 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 available to work fluctuating schedule throughout the regular work week including

**Physical Demands:**

- Must be able to sit, stand and walk for extended periods of time
- Must be able to handle stress caused in meeting deadlines with tight deadline requirements.

**Work Environment:**

- A combination of Office and Warehouse environment.
- Exposure to elements such as odor, noise, dust, heat, or cold

**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
- Employee Assistance Program
- Vacation: 2 Weeks for the first 3 years.
- Sick Time: 10 days per year

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

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

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