



Fighting Hunger. Giving Hope.

Job Title: Warehouse Operations Manager
Status: Exempt
Supervisor: Operations Director

Company

The Los Angeles Regional Food Bank has worked to end hunger in Los Angeles County since 1973 and distributed the equivalent of more than 1 billion meals across our community. The Food Bank provides food to more than 300,000 clients on a monthly basis and distributed 70 million pounds of food in 2017 to children, seniors, working families, veterans and other neighbors in need. To support the vision that no one goes hungry in Los Angeles, food and products are distributed through a network of more than 650 partner agencies directly to children through our Children's Backpack and Summer Lunch programs, to approximately 27,000 seniors each month through our Senior Nutrition program, and to working families and college students through our Mobile Food Pantry. The Los Angeles Regional Food Bank is a 4-star rated charity by Charity Navigator. For more information, visit lafoodbank.org.

Principal Function:

Has general responsibility for coordinating all warehouse and operations activities on a daily basis. Responsible for leading and supervising the receiving, storage, movement and distribution of food product in a manner consistent with Food Bank objectives. Oversee the movement, storage, and placement of all product and finished product within the warehouses, including coolers and freezers.

Principal Duties:

- Warehouse/Operations Manager will supervise the sanitation, safety, and maintenance of work areas and conduct operations in a manner that promotes food and general safety, in compliance with DOT, OSHA and food industry standards. Oversees and schedules timely maintenance of forklifts, pallet jacks and other warehouse equipment to ensure efficient and safe conditions.
- P&L/Budget responsibility to include departmental expenses, (labor, equipment rental & repair, and outside shipping costs).
- Supervises product receiving, storage and distribution in accordance with food safety regulations.
- The Warehouse / Operations Manager is responsible for oversight of warehouse personnel, including recruiting, hiring, training, corrective actions and employee evaluations for a staff of unionized and non-unionized employees. This position will also be responsible for the supervision of temporary and volunteer labor personnel.
- Communication with internal functions (e.g. Product Donations, Agency Relations, etc.) to coordinate appropriate delivery and pick up activities.
- Work closely with Inventory Control Department to ensure excellent service to participating agencies and programs. Ensures support is provided to Inventory team for month-end and year-end inventory audits
- Complete all necessary records and reports in a timely and accurate fashion.
- Oversees the maintenance of the cooler/freezer. Ensures daily logs on the temperature of the cooler/freezer.

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".

- Performs other such duties as assigned by supervisor.

Qualifications:

- Minimum of 5 years' experience leading warehouse and carrier operations management in a consumer products environment. Bachelor's degree or equivalent educational background in support of business operations model preferred. Experience with warehouse management systems (Ceres/Navision), ensuring compliance to standard operating procedures.
- Knowledge of warehousing and distribution for a food service operation, preferably with a unionized workforce.
- Good analytical and problem solving skills, possesses the ability to develop and implement strategic plans based on data analysis and development.
- Knowledge of 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. Prefer bilingual English/Spanish
- Good computer skills in Microsoft Office; Excel, Word and Google Docs platform
- Knowledge of forklift and pallet jack (manual & electrical) maintenance and safety procedures.
- Must be available to work fluctuating schedule throughout the regular work week including occasional 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
- Employee Assistance Program
- Vacation: 80 hours for the first 3 years.
- Sick Time: 80 hours per year

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