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**SHALOM CENTER**JOB DESCRIPTION

**Position: Warehouse Supervisor Department: Food Pantry Programs   
Reports to: Food Programs Director**

**Salary Range: *based on experience (Full-Time/1st shift, some nights and weekends)***

**Job Summary/Function:** The Shalom Center, a fast-growing nonprofit, is looking for a Warehouse Supervisor to lead and manage the day-to-day operations of our food pantry warehouse, in collaboration with our pantry store & resource center. This active hands-on position will work closely with pantry volunteers and staff. The Warehouse Supervisor will motivate and lead a small warehouse staff/volunteers dedicated to hunger relief and the promotion of healthy local food access. Along with supervisory responsibilities, the position is hands-on and must be able to carry out a variety of manual and computer tasks associated with the receipt, storage, and distribution of food products. These tasks include packing orders, unloading deliveries, re-packing food products, operating warehouse equipment, driving a van or an 18-foot refrigerated truck (non-CDL) for food pickups/deliveries plus general maintenance and cleanup.

**Responsibilities and Duties:**

* Communicates with the food providers, delivery truck drivers, volunteers, and support staff daily.
* Manage all warehouse functions including shipping and receiving, inventory control, storage, rotations, sanitation, and equipment management.
* Develop, implement, and maintain food stock/inventory control systems that consider current and future capacity requirements
* Enforce safety standards to ensure the health, safety, cleanliness, and security of the work environment
* Stay informed in all areas of food safety standards and warehouse safety and security standards
* Ensure compliance with Board of Health and USDA regulations
* Oversee the planned maintenance of delivery vehicles and other pantry equipment, such as refrigerators, freezers, pallet jacks, and other equipment utilized in the warehouse.
* In collaboration with the Food Pantry Programs Director, develop, implement, and direct the organization’s daily plan including:  
  o Daily inventory of pantry food donations and purchases  
  o Maintaining and ordering adequate food and supplies  
  o Rotation and disposal of food
* Coordinate daily food pick-ups from food donation establishments and deliveries to the warehouse with truck drivers including the Pantry driver
* Communicates effectively and efficiently with food suppliers and delivery truck drivers
* Work with the Volunteer Coordinator to ensure optimal delivery of services with a strong emphasis on delegation
* Assist in maintaining data files to assist the Volunteer Coordinator including a list of phone numbers, e-mail addresses, etc.
* Maintain confidentiality of client, employee, and agency information in accordance with federal and state laws and funding agency requirements.
* Perform recordkeeping pertaining to warehouse and pantry operations, such as operational hours, volunteer staff attendance, and facility operations including temperature documentation for all Freezers/Fridge/Walk-in.
* Manage relations with warehouse and pantry-related vendors to ensure timely pickup/delivery of products and services
* Develop and maintain positive and collaborative working relationships with community agencies
* Manage and oversee the CSFP state commodities food box program, in conjunction with our Food Pantry Director
* Other duties requested by Executive Director/Food Programs Director/Board of Directors

**Knowledge, Skills, and Experience:**

* Excellent communication skills: demonstrated ability to proactively communicate and build rapport; listen and react appropriately; give and receive constructive feedback; present written and oral information clearly and translate food safety requirements in simple terms.
* Forklift Certification required, or willing to obtain within 60 days of employment.
* OSHA 10 Certified preferred.
* Operate warehouse equipment such as pallet jacks
* Drive box truck and/or van as needed – Non-commercial driver’s license
* Ability to quickly learn new policies and procedures and navigate the language of food safety compliance.
* Ability to work independently and as part of a team, be flexible
* Ability to meet deadlines and manage multiple concurrent tasks
* Demonstrated critical thinking, problem-solving, and decision-reaching skills
* Promotes a professional demeanor and maintains a positive attitude
* Strong organizational and supervisory skills.
* Excellent written and oral communication skills.
* Familiarity with computer operation.
* Skilled in Microsoft Office Word and Excel and other computer software applications.
* Values professional development and training.
* Comfortable working and values working with a diverse population.
* Values professional development and training.
* Valid driver’s license and access to a vehicle for use on the job

**Essential Physical Requirements:**

* Ability to use a computer.
* Accurately use basic math skills.
* Able to lift, push and/or carry food inventory weighing up to 65 lbs.
* Ability to drive a box truck, experience preferred.

**Education & Work Experience**

* HS diploma required. Bachelor’s degree preferred, from an accredited college or university or the equivalent managerial experience.
* Have worked in the food industry for a minimum of 1 year preferred
* Organizational and planning experience

*Equal Opportunity Employer: The Shalom Center is a strong believer in diversity and welcomes applicants regardless of race, color, creed, religion, gender, sexual orientation, national origin, ancestry, citizenship status, or disability.*