

SHALOM CENTER JOB DESCRIPTION

Position: Warehouse Supervisor
Department: Food Programs
Reports to: Food Programs Director
Salary Range: \$14.00 (*Full-Time/1st shift, some nights and weekends*)

Job Summary: The Warehouse Supervisor is responsible for overseeing the daily operations of the food pantry's warehouse to ensure efficient, safe, and organized storage, handling, and distribution of food and supplies. This role includes managing inventory, supervising volunteers, coordinating food and product pickups, enforcing food safety standards, and maintaining a clean, well-organized facility. The ideal candidate is a proactive and detail-oriented leader with experience in warehouse operations, a strong commitment to serving the community with the ability to work in a fast-paced, team-oriented environment.

Key Responsibilities:

- Communicates with the Food Program Director daily.
- 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
- Oversee receiving, storing, organizing, and distributing food and supplies in accordance with safety and regulatory guidelines.
- Supervise and train warehouse volunteers and staff.
- Maintain accurate inventory records and perform regular inventory counts.
- Ensure cleanliness, safety, and proper maintenance of the warehouse and equipment.
- Coordinate with procurement, delivery partners, and pantry distribution staff to meet operational needs.
- Implement and uphold food safety protocols, including temperature checks, proper storage, and pest control.
- Monitor and report on warehouse performance, stock levels, and potential shortages.
- Assist in planning for seasonal demands, special distributions, and emergency food responses.
- Develop and maintain positive and collaborative working relationships with Food Programs Director, volunteers, staff and community agencies
- Manage and oversee the CSFP state commodities food box program, in conjunction with our Food Pantry Director and partner agency RKCAA.
- Other duties requested by Food Programs Director

Qualifications:

- High school diploma or equivalent required; additional training in logistics or supply chain preferred.

- 2+ years of experience in warehouse operations or logistics; supervisory experience strongly preferred.
- Knowledge of food safety regulations (e.g., FIFO, USDA, FDA guidelines).
- Ability to lift up to 50 lbs. and work in varying environmental conditions.
- Strong organizational, communication, and leadership skills.
- Proficiency in basic computer systems, including inventory software and spreadsheets.
- Commitment to the mission to provide food, shelter and guidance in ways that meet the immediate needs and respect human dignity.
- Demonstrated critical thinking, problem-solving, and decision-reaching skills
- Promotes a professional demeanor and maintains a positive attitude
- Excellent written and oral communication skills
- Clean driving record with a valid driver license

Shalom Center is an equal-opportunity employer. We do not discriminate on the basis of age, race, color, sex, religion, disability, national origin, veteran status, sexual orientation, sexual identity, or any other status protected under federal, state, and local law. All employment is decided on the basis of qualifications, merit, and business need.