



Position: Warehouse, Distribution, and Logistics Manager

Location: Chester County Food Bank - 650 Pennsylvania Drive Exton, Pa 19341

Status: Full-Time/Exempt

Annual Salary: \$50,000 - \$60,000

Contact: Submit resume and cover letter to jobs@chestercountyfoodbank.org

OUR MISSION:

The Chester County Food Bank seeks to create a food secure Chester County. We mobilize our community to ensure access to real, healthy food. Chester County Food Bank (CCFB) is a county wide, non-profit organization located in Exton, PA and has been in existence since 2009. CCFB works with over 150 agency partners to distribute over 3 million pounds of food annually to 10% of Chester county residents. We provide educational opportunities through programs like Eat Fresh, Fresh2You Mobile Market and Seed to Supper to engage the community in hands on learning experiences.

POSITION SUMMARY:

The **Warehouse, Distribution, and Logistics Manager** is responsible for all aspects of warehouse management, operations, and safety. The manager plans, schedules, and coordinates the distribution of food to agency partners as well as orders, receives, and stores inventory to meet the needs of the community. This individual manages all government food programs, ordering, and compliance items. The warehouse manager creates and analyzes reports and data to assure accurate reconciliation of supplies and inventory. The manager is a vital member of the Safety and Risk Management committee and works to maintain a high level of safety and risk management at all times. This position will operate forklifts, hand jacks and drive vehicles as needed.

ESSENTIAL FUNCTIONS:

The essential functions include, but are not limited to the following:

- Responsible for food procurement, distribution, and delivery for the Chester County Food Bank.
- Compliant with established policies and procedures by the Chester County Food Bank, Department of Transportation, and all local, state, and federal regulations.
- Operate a forklift, certify in ServSafe and drive as needed.
- Communicate clearly, effectively, and promptly with all key stakeholders internally and externally (CCFB staff, Drivers, agency partners, vendors, etc.) to deliver high quality customer service.
- Develop professional, dependable, and respectful working relationships with internal and external stakeholders, including management, carriers, supply chain, vendors, staff, volunteers, and donors.
- Hire, train, schedule, develop and evaluate all direct reports. Create a culture of safety and respect within the department that is consistent with the mission of the CCFB.
- Validate shipment, receipt, and invoices for all product received and shipped. Resolve discrepancies with accounting regarding invoices, packing slips, and receiver reports.
- Manage and monitor the unloading of all materials into the Receiving Department for counting and inspection, reconcile inventory on a regular basis, and oversee the efficient rotation of inventory.
- Monitor the flow of paperwork from Receiving to Inventory Control for timely data entry.



- Oversee the movement of material from Receiving to the Warehouse in an efficient, effective, and safe manner while ensuring materials are stored properly to conserve space and comply with safety procedures.
- Create, manage, and execute all aspects of the department budget.
- Perform weekly and monthly equipment and facility inspections to assure everything is working and in good repair. Utilize a lock out tag out system to identify items needing repair.
- Follow established OSHA guidelines for warehouse operation and safety.
- Keep current on all maintenance and repairs for CCFB fleet.
- Utilize technology to make informed, data driven decisions.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS (Knowledge, Skills, and Abilities):

- Must be 21 years of age or older with a High School Diploma or equivalent; Bachelor's Degree preferred.
- Two to three years of work experience preferred in management and logistics/transportation operations, warehousing, or a similar industry.
- Forklift certification and applicable state certification for truck and/or rail operation.
- Willingness to obtain CDL at cost of CCFB.
- Experienced in driver routes and optimization.
- Pass Department of Transportation (DOT) Physical, with ability to lift and move a minimum of 30 pounds daily and manual dexterity required for operating machinery.
- Valid Pennsylvania Driver's License and Approved Five Year Motor Vehicle Record.
- Proficient in automated efficiencies and MS Office including Excel, Access, and Word. Primarius is a plus.
- Ability to work independently with minimal supervision.
- Strong organizational and time management skills to prioritize multiple demands.
- Strong analytical skills with attention to details.
- Strong interpersonal, customer service, problem solving, verbal and written communication skills.
- Ability to interact and build relationships with the community and represent CCFB.
- Exceptional work ethic, energy, and drive.
- Ability to be a team player and meet deadlines.

These statements are intended to describe the general nature and levels of work to be performed and are not intended to be an all-inclusive list of duties and responsibilities.

Background Requirements: All offers of employment at CCFB are contingent upon clear results of a thorough background check including but not limited to a Criminal Record Check and PA Child Abuse History Clearance.

TO APPLY: Submit resume and cover letter to jobs@chestercountyfoodbank.org

***** Previous applicants need not apply.**