

HOUSE OF HOPE JOB DESCRIPTION
JOB TITLE: DISTRIBUTION WAREHOUSE SUPERVISOR

STATUS:	Exempt, Full-Time
LOCATION:	House of Hope, Stuart, FL
REPORTS TO:	Food Distribution Manager

JOB SUMMARY: Under the direction of the Food Distribution Manager, supervise the operation of the House of Hope pantry warehouse. Warehouse supervision includes intake, distribution, inventory control, purchasing, organization and maintenance of physical layout of the space to ensure efficiency, cleanliness, safety and security. Pantry supervision includes food inventory, ordering/procurement, intake and distribution to all of the House of Hope branch locations and oversight of the daily management and operations of the Stuart food pantry, including supervision of special food programs or projects.

DUTIES AND RESPONSIBILITIES:

WAREHOUSE MANAGEMENT:

1. Oversee the operation, organization, safety and cleanliness of the Bonita St. food distribution warehouse.
2. Supervise categorizing and food sorting processes.
3. Ensure that proper rotation and FIFO processes are followed.
4. Oversee the maintenance and care of warehouse equipment and machinery.
5. Complete and report semi-annual warehouse inventory.
6. Analyze warehouse policies and procedures to improve efficiency and safety.

ORDER FULFILLMENT:

1. Update and maintain branch order sheets and product description information.
2. Communicate product forecasting and food procurement needs.
3. Schedule and deliver regular branch/organization orders.
4. Communicate with branches to fulfill any special needs.
5. Complete monthly Meals On Wheels boxes.
6. Manage the PIF process, including fulfillment of orders, assisting customers, and entering weights in the POS.

IN-KIND DONATIONS:

1. Oversee private donations including receiving, inspection, sorting and damaging of product.
2. Maintain accurate donation logs and receipts.
3. Schedule and receive retail pantry pickups and donations.
4. Oversee waste removal and logging damaged product.
5. Receive and manage gleaning pickups and deliveries.

VOLUNTEER MANAGEMENT:

1. Provide training, guidance and assistance as needed for warehouse volunteers.
2. Schedule and supervise warehouse/pickup volunteers.
3. Supervise warehouse or other group volunteer projects as needed.
4. Oversight of the daily management and operations of the Stuart food pantry

MONTHLY REPORTING AND RECORD KEEPING:

1. Oversee the completion of end of month reports, including in-kind donations, PIF, damage, order fulfillment, and mileage/fuel usage reports.
2. Maintain daily pre- and post-trip inspection reports.
3. Manage volunteer vacation requests and schedules.
4. Manage fuel and expense receipts.

All other duties/responsibilities:

1. Participate in disaster- or emergency-related duties, as needed.
2. Perform all duties in conformance with appropriate safety and security standards.
3. Attend training, as requested.
4. Perform other duties as assigned.

QUALIFICATIONS:

KNOWLEDGE AND EXPERIENCE:

1. High school diploma or GED equivalent required. Associate's or Bachelor's degree preferred.
2. Five years' warehouse management experience required.
3. Experience managing a food pantry or similar operation preferred.
4. Experience working in non-profit field preferred.

SKILLS AND ABILITIES:

1. Completion of fork truck/pallet moving safety certification.
2. Completion of Food Protection Manager certification.
3. Ability to operate a pallet jack, forklift, electric stacker and other small motorized equipment.
4. Ability to drive a commercial truck and maintain a clean driving record.
5. Computer proficiency required.

PHYSICAL REQUIREMENTS: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Frequently required to read, sit, talk and hear.
2. Constantly required to use hands and fingers to feel, handle or operate objects, tools or controls, and to reach with hands and arms.
3. Frequently required to climb stairs and ladders, and to bend and stoop.
4. Must have the ability to lift up to 100 lbs.

ENVIRONMENTAL REQUIREMENTS: The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee may work in outside weather conditions.
2. The noise level in the work environment is usually moderate.

Signature indicates that this job description has been read and that the related duties and expectations are understood.

Signature

Date