

**JOB TITLE: Warehouse Manager**

**STATUS: Full-Time, Salaried**

**REPORTS TO: Operations Manager**

**OVERSEES: Volunteers**

**QUALIFICATIONS:** High school diploma or equivalent. Physical ability to work and lift in a warehouse setting. Lift truck and equipment experience desired. Prior experience working with a team and leading volunteers a plus. Must be a team player, organized, detailed-orientated, proactive and a self-starter. Strong written and verbal communication skills and experience with Word, Excel, and PowerPoint a plus.

**BASIC FUNCTIONS:** The Warehouse Manager provides direction, coordination, development, and planning of all warehouse activities.

### **ESSENTIAL FUNCTIONS:**

#### Warehouse

- Responsible for the daily workflow of food into and out of the warehouse, including overseeing and leading volunteers during load-out distributions.
- Responsible for all product handling by volunteers in the warehouse, including recruitment, training, supervision, support, and performance to ensure MFB's quality standards are met.
- Ensures an efficient, clean, and safe work environment for all staff and volunteers.
- Responsible for the maintenance and upkeep of the warehouse and equipment.
- Works with Volunteer Coordinator to give direction to volunteer scheduling and assigned projects and follows up on progress.
- Fosters a Christ-centered culture, building relationships and appreciation for staff and volunteers.

#### Safety

- Oversees all safety issues relating to product handling and food safety.
- Works with Operations Manager to maintain safe working conditions inside and outside of the warehouse and trucks.

#### Other

- Ensures inload and outload paperwork is completed in a timely and accurate manner.
- Prepares reports for Operations Manager, as needed.

## **GENERAL RESPONSIBILITIES:**

- Maintains positive relationships with volunteers, business contacts, partner agencies, and MFB employees.
- Ensures compliance with all MFB policies, procedures and rules, and all contractual obligations, regulatory standards and relevant laws so that a safe, nurturing environment is created.
- Models Midwest Food Bank five core values of: Serving Those in Need, Empowering Volunteers, Embracing our Communities, Working With Integrity, and Executing Through Teamwork.

The Arizona Division of Midwest Food Bank, is seeking an experienced **Warehouse Manager** to join their passionate team.

As a faith-based organization, it is the mission of Midwest Food Bank to share the love of Christ by alleviating hunger and malnutrition locally and throughout the world and providing disaster relief, all without discrimination.

We offer medical benefits, dental benefits, and an annual performance review.

### **Responsibilities:**

- Responsible for the daily flow of food into and out of the warehouse, including overseeing and leading volunteers during load-out distributions.
- Responsible for the maintenance and upkeep of the warehouse and equipment.
- Oversees all safety issues relating to product handling and food safety.
- Ensures inload and outload paperwork is completed in a timely and accurate manner.

### **We are looking for a candidate with:**

- Warehouse experience (minimum 2 years desired)
- Lift truck and equipment experience (training and certification provided)
- Excellent organization and attention to detail
- Strong written and verbal communication skills

For consideration, please submit your resume to Merilee Baptiste at [mbaptiste@midwestfoodbank.org](mailto:mbaptiste@midwestfoodbank.org)