



Warehouse Supervisor Job Description

JOB SUMMARY:

The Warehouse Supervisor (WS) is a face-paced, multi-faceted position requiring a high level of organization, a calm demeanor and a level head for handling a variety of issues as they arise. This key position is critical to the success of our food programs and requires oversight of food rescue, procurement, inventory management and distribution. The WS works closely with the Volunteer & Program Manager to coordinate multiple volunteer teams. This position is responsible for the cleanliness and orderliness of the warehouse, vehicle fleet maintenance and food budget management. S/he reports directly to the Director of Operations.

QUALIFICATIONS:

- Bi-lingual Spanish speaking skills are highly preferred.
- Minimum of high school diploma and 2-4 years warehouse/grocery store experience required.
- Must have strong leadership skills and patience while directing diverse groups of individuals. Must work well with persons of varied sexual preference, racial, ethnic, cultural, socioeconomic backgrounds, and with individuals who are differently-abled.
- Must be highly organized, motivated and remain flexible under pressure. Attention to detail and ability to organize and set priorities is essential. Must be capable of working independently with limited supervision.
- Must be computer proficient, including working knowledge of Windows, Microsoft Office and Excel. Experience with CRM database entry/management a plus.
- Must be able to pass a background check, including clean driving record.

DUTIES & RESPONSIBILITIES:

- Work with the team: Staying in contact with teammates is very important as it keeps everyone on the same page and organized. Coordinating between multiple food programs requires clear communication with others.
- Coordinate inventory and outgoing food: Making sure the right food is going to the right program while staying within budget is very important. Procuring food from a variety of sources, including paid vendors, rescued food from grocery stores, food drives and donations at the door, requires the ability to multi-task and maintain concentration while under pressure.
- Professionalism: Maintain strong integrity when unsupervised and be a role model for volunteers. This position is a leadership position and the face of our organization to many.

SALARY & BENEFITS:

Full- or part-time potential. Salary range: \$30,000-\$40,000/year depending upon hours and experience. Benefits include flexible, fun working environment with staff wellness program. Professional development stipend, group health insurance, matched savings account, and generous personal time off. Specialized training as needed.

The Hunger Coalition is an equal opportunity employer and service provider.
To request an application, please send email to: info@thehungercoalition.org.