

**Central California Food Bank**  
Job Description



**Job Title:** Logistic Supervisor  
**Reports To:** Director of Operations  
**FLSA Status:** Exempt

**Prepared By:** HR Manager  
**Approved By:** President/CEO  
**Approval Date:** \$62,400 yearly salary

**POSITION SUMMARY:**

The Logistics Supervisor is responsible for Central California Food Bank’s delivery of product to Central California Food Bank agency partners and direct distribution partners. The Logistics Supervisor will also be responsible for the scheduling and logistics of pickups and deliveries, and Central California Food Bank (CCFB) fleet/equipment management-including passenger vehicles.

The following is a list of major duties and responsibilities for this position. It is not all-inclusive. Other duties and responsibilities may be added as needed and, in addition, management as appropriate may modify this job description.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 1. Supervise the Driver staff including the recruitment, training, and development to facilitate performance results.**
  - Responsible for training and orienting new drivers.
  - Ensure that all driver staff adheres to Feeding America food safety/handling and other relevant procedures including customer service.
  - Provide monthly performance review meetings to driver staff to ensure proper communication of goals.
  - Track and communicate performance metrics related to driver goals.
  - Approve and submit payroll reports for timely and accurate processing.
  - Coordinate activities with and assume the duties of the Senior Operations Manager, as needed.
  
- 2. Maintain the schedule of agency deliveries, distributions, and logistics for donation pickups, in coordination with the Programs and Food Acquisition Departments.**
  
- 3. Track and schedule preventive maintenance on all CCFB fleet, including trucks, passenger vehicles, and warehouse equipment such as forklifts and pallet jacks.**
  - Responsible for budget management for fleet and equipment.
  - Use a competitive bidding process to determine vendor for scheduled maintenance and repairs.
  - Using a maintenance spreadsheet, track and report out recommendations on higher-than-normal equipment or vehicle maintenance.
  
- 4. Confirm and process shipped product for distribution.**
  - Ensures that all procedures for outbound deliveries and donations are followed and documented.
  - The Transportation and Logistic Supervisor is the 2nd required signature for agency deliveries/distributions leaving the warehouse.

5. **Provide excellent customer service to all CCFB customers including CCFB clients, staff, donors, logistics personnel, agency personnel, volunteers, and board members.**
  - Engage in the following tasks or behaviors that represent excellent customer service to the CCFB: timely responses, punctuality, and attendance, treating others with respect, distributing quality product, being knowledgeable and providing accurate information, and using appropriate non-verbal and verbal communication.
  - Perform other duties as assigned.
  
6. **Engage in organization capacity-building activities**
  - Participate in strategic planning for the CCFB.
  - Attend staff meetings.

**SUPERVISORY RESPONSIBILITIES:**

This position has supervisory responsibilities.

**MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representatives of the knowledge, skill, and/or ability required. Reasonable accommodations will be made in accordance with the ADA to enable individuals with disability to perform the essential job functions.

- Education/training
  - High School Diploma or GED
  - Three years of experience in distribution center operations and demonstrated ability to effectively lead a team
- Must pass background check and drug test
- Stand or sit for extended periods of time
- Ability to effectively communicate (written and oral) and work well with a variety of stakeholders from different socioeconomic and cultural backgrounds
- Willing and able to travel for the organization and work beyond normal working hours when necessary
- Basic math skills (add, subtract, multiply, divide, interpret data, diagrams, and schedules)
- Basic computer skills (word processing, spreadsheet, email)
- Must have valid CA driver's license with good driving record
- Must be able to acquire and complete forklift operation certifications
- Ability to adapt to quickly changing business environment including learning and applying new training and knowledge
- Basic safety knowledge including familiarity with OSHA guidelines as they relate to warehousing (i.e., proper lifting, proper attire)

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position

requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands.

*Central California Food Bank is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made with or without notice.*

*Central California Food Bank is an Equal Opportunity Employer.  
Central California Food Bank is a proud member of Feeding America.*