



## JOB DESCRIPTION

**Job Title:** Southwest Idaho Distribution Manager  
**Classification:** Full-Time, Exempt  
**Department:** Operations  
**Reports to:** Vice President of Operations  
**Location:** Boise, Idaho  
**Posting Date:** Wednesday, August 27, 2014  
**Closing Date:** Wednesday, September 10, 2014 at 5:00 p.m. or until filled  
**How to Apply:** [www.idahofoodbank.org](http://www.idahofoodbank.org)

**Job Summary:** Responsible for the daily management and supervision of the Boise warehouse, including the distribution of food and non-food product, transportation, safety, operations, building maintenance, business plans, budget, inventory control, logistics and workforce management.

### Basic Qualifications:

- College Degree preferred and 5 years warehouse and logistics experience
- Excellent management, organizational, communication and process development skills
- Experience in food industry (preferred) and warehouse/inventory management best practices.
- Significant ERP software and inventory control technology experience required
- Ability to successfully manage multiple tasks and demands, and mentor a diverse staff
- Demonstrated ability in problem solving and evaluation
- Positive attitude and challenge oriented while working under pressure
- Experience with truck scheduling and work-force prioritization
- Proficient in Microsoft office products
- Flexibility to adapt and change with short notice
- Excellent external and internal customer service skills
- Have a valid driver's license

### Primary Responsibilities:

#### Supervisory

- Supervise warehouse operations for The Idaho Foodbank's Boise facility including staff and volunteers.
- Provide leadership and training, assuring that work is completed accurately and safely while minimizing costs.
- Mentor and provide employee cross training and development opportunities while establishing an employee career development plan.
- Maintain compliance with all applicable Federal, State, County, local and/or accrediting body (Feeding America) standards for the handling and storage of food products.

#### Operations

- Responsible for the safety of incoming and outgoing food products.
- Responsible for supervising all food bank logistics, warehousing, inventory control and planning.
- Coordinate equitable distribution of food and resources between state branches, as well as agency network throughout southwest Idaho.
- Assure the daily accuracy, timeliness and processing of agency orders.
- Ensure the timely pickup and distribution of all food donations.
- Assist Vice President of Operations in developing processes, procedures and budgets while gaining a statewide perspective of distribution goals and logistics.
- Coordinates and develops a culture of safety, testing and awareness among staff and volunteers.

#### Maintenance

- Keep records to track maintenance of appropriate equipment and vehicles.

- Assure that all equipment and vehicles are kept clean and well maintained.
- Train users on effective and safe use of warehouse equipment.
- Ensure all daily/weekly/monthly logs are current and accurate as required by Feeding America guidelines and/or internal policy at all times.
- Responsible for maintaining the facility, inspections, and warehouse in compliance with all pertinent health, safety, and accrediting standards.