

Sahuarita **FoodBank** & Community Resource Center

COMPANY NAME: Sahuarita Food Bank & Community Resource Center

JOB TITLE: Operations Team Lead

JOB DESCRIPTION:

- Maintains a clean, sanitary, organized, environment of products in all areas where the food bank operates in accordance with SFB-CRC guidelines.
- Responsible for Market Day set-up and breakdown of SFB-CRC assets.
- Off-load incoming trucks, count and verify product, and properly store product in established locations.
- Load outbound trucks with product and complete related paperwork.
- Backup driver for Agency Market, grocery rescue stores, and other locations for pickup and/or delivery of product.
- Observe safety practices while in the warehouse as well as operating warehouse equipment including, but not limited to, the forklift, pallet jacks, and other SFB-CRC assets.
- Along with Facilities Manager, ensure vehicle fleet and trailers are running smoothly and maintenance schedules are up-to-date.
- Conduct frequent checks for opened/broken cases, damaged product, miscoded product as well as product disposal logs.
- Inspect product donations to assure that safety and sanitation standards are met in accordance with SFB-CRC and Pima County Health Department guidelines.
- Responsible for government reporting of TEFAP / CSFP and other federally regulated commodities for compliance.
- Oversee product rotation in accordance with SFB-CRC guidelines.
- Schedule volunteers for assigned sections and work with staff to identify vacancies.
- Assists with inventory planning, scheduling, forecasting, tracking, reporting, and control measures.
- Oversee product rotation in accordance with SFB-CRC guidelines.
- Provide exceptional customer service to our donors and partner agencies.
- Ensure the training and adherence to safe practices by all staff, volunteers and agency representatives working in or visiting the food bank warehouse.
- Assist in any other areas as needed.

SUPERVISORY FUNCTIONS:

- Manages assigned staff to include:
- Annual review of direct reports to include professional development.
- Creating work assignments, goals and objectives and providing direction and oversight for the day-to-day activity to meet mission objectives.
- Holding regular meetings with direct reports for feedback, address concerns or issues, and operational needs.
- Having input in the hiring, firing and discipline of all direct reports.

SALARY: \$42,000 Per Year

2797 E Ajo Way, Tucson, AZ 85713

BusinessServices@pima.gov

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities

APPLICATION QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Minimum of a high school diploma or GED (General Equivalency Diploma).
- Three-year's experience in warehouse operations and/or logistics operations.
- Frequent lifting and bending; full range of motion in lower and upper extremities and use of back; long periods of standing.
- Must be able to work well independently with minimum supervision in determining the safest, most efficient, and cost-effective methods for overall operations.
- Promotes the SFB-CRC mission and vision with a positive attitude at all times.
- Experience working with volunteers and clients from diverse backgrounds is required.
- Bilingual preferred with the ability to communicate both verbally and in writing in English and Spanish.
- Basic computer skills and strong math skills.
- The position is 40 hours per week Monday through Friday but does require flexibility to work evenings and weekends.
- All candidates will have to undergo a pre-employment drug test and background check.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Arizona Operator License (Class D)
- OSHA Forklift Certification License
- Arizona Food Handlers Card

PHYSICAL DEMANDS & WORKING ENVIRONMENT: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Mobility to work in a typical warehouse setting, use warehouse and office equipment and stamina to sit and/or stand for extended periods of time; strength to lift and carry up to 50 pounds; ability to push items that weigh up to 2,500 lbs.; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over the telephone.

HOW TO APPLY: Apply in person at Sahuarita Food Bank Located at 17750 S La Canada Dr, Sahuarita, AZ 85629

DATE: 1/19/2023

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