

# WAREHOUSE SUPERVISOR

Tri-State Food Bank, Inc.

Classification: Exempt, full-time salaried position  
Department: Warehouse  
Reports To: Operations Director  
Compensation: Starting salary is \$40,000/year. Benefits include health/dental/vision insurance, life insurance, IRA contribution, and PTO.

## SUMMARY

The Warehouse Supervisor is responsible for overseeing daily warehouse operations. The Warehouse Supervisor, in consultation with the Operations Director, will ensure compliance with the Board of Health, AIB, and Feeding America requirements for good warehouse operations.

This position will also be responsible for the accurate recording of donations and food purchases and forwarded to the Food Sourcing Manager in a timely manner, typically within 24-48 hours.

## DUTIES AND RESPONSIBILITIES

- Oversee warehouse staff and conduct appropriate evaluations and training.
- Coordinate storage, inventory, and delivery of USDA commodities. Assure distribution of items in compliance with USDA policies. Breakdown will be provided by the USDA Coordinator. Assure warehouse staff pulls and delivers USDA orders accurately and timely.
- Perform warehouse, grounds, and vehicle inspections to ensure proper cleanliness and maintenance meet or exceed the standards of the Indiana Department of Health and Feeding America.
- Ensure completion of all vital records such as temperature levels, truck maintenance, etc., in a timely manner.
- Inventory warehouse supplies and ensure timely ordering of supplies in cooperation with the Operations Director.
- Coordinate completion and submission of new inventory for product receipting and data entry.
- Assist Food Sourcing Manager with the monthly physical count of all warehouse inventory items.
- Provide supervision of salvage and repack according to health codes.
- Maintain proper organization of warehouse to ensure efficiency in daily operations.
- Responsible for ensuring the proper opening and securing of warehouses each day.
- Assist in unloading trucks and food sorting as necessary.
- Maintain proficiency in salvage guidelines and practice good warehousing as outlined in the Feeding America manual.
- Ensure operability and good working order of all TSFB vehicles and keep records of service and damage reports.
- Attend Feeding America or other meetings/training when requested.
- Operate forklifts, electric pallet jacks, and other warehouse equipment.
- Assist in supervision of volunteers assigned to the warehouse.
- Commit to the mission goals of the Tri-State Food Bank.
- Other relevant duties as assigned.

## SKILLS AND OTHER REQUIREMENTS

- Educational requirements may include a high school diploma or G.E.D.
- Proficiency in food safety and handling
- 5+ years Supervisor or Management experience
- Planning skills
- Organizational skills
- Be able to lift 40 to 50 pounds
- Ability to operate forklifts, electric pallet jacks, and other warehouse equipment
- Be of good character, good work ethics, and a self-starter
- Ability to work as part of a team
- Ability to work with staff and a variety of volunteers
- Must carry insurance on personal vehicles and be insurable by TSFB's insurance company
- Must be bondable
- Must have or receive forklift certification within 3 months from date of employment
- Must be willing to undergo random drug screening tests and physical examinations

To apply: Send a cover letter and resume or TSFB employment application to Warehouse Supervisor Search; Attn. Keith Lehman, Operations Director; 2504 Lynch Road, Evansville, IN 47711. An employment application is available online at [www.tristatefoodbank.org](http://www.tristatefoodbank.org)