



## **Distribution Services Manager**

<b>Title:</b>	<b>Distribution Services Manager</b>
<b>Immediate Supervisor:</b>	Senior Director of Basic Needs Services
<b>Association:</b>	Snohomish County Food Distribution Center
<b>Hours &amp; Wages:</b>	Full Time/ \$37,440 annually
<b>Date of Description:</b>	March 2015

### **GENERAL FUNCTION:**

Incumbent is responsible for the day-to-day operation of the Snohomish County Food Distribution Center.

### **PRINCIPAL ACTIVITIES:**

Direct all aspects of Distribution Center (Warehouse) operations, including but not limited to the following:

### **WAREHOUSE**

- Interview, select, evaluate, discipline, counsel, schedule and train warehouse staff.
- Assign work and supervise work activities of warehouse staff and volunteers, including AmeriCorps VISTA member.
- Maintain complete and accurate warehouse records including bills of lading, packing slips, cleaning, safety and sanitation, temperature logs, pest control schedules/logs necessary to maintain the highest quality standards.
- Schedule deliveries of purchased food and government commodities.
- Plan and facilitate regular staff meetings.
- Ensure safety program is vital and actively ensure safe practices in the workplace.
- Supervise the storage of food, supplies and equipment directly related to the Distribution Center.
- Perform other work related duties as assigned.



### **SNOHOMISH COUNTY FOOD DISTRIBUTION**

- Work with food bank/meal program staff members, community leaders and others to create strategies to distribute food for food insecure families and individuals.
- In conjunction with Senior Director, work collaboratively to create partnerships and strategies that will increase County wide food availability.
- Monitor state and federal contracts to ensure compliance and act as primary contact for those contracts.
- Responsible for contract spend downs for food purchase and warehouse related expenses.
- Collect statistical data from all sub-contractors and compile monthly reports in a timely manner.
- Perform site visits to ensure Snohomish County food banks and congregate feeding site operations are in compliance with state and agency established regulations.
- Purchasing agent for bulk food orders of the Snohomish County Food Bank Coalition.
- Assist food banks/meal programs in maintaining the most current resource information possible to assist their clientele.
- Provide data collection and analysis to assist in preparation of food grants.
- Resolve quality control problems by providing instruction or by ensuring partners meet terms of contract.
- Keep records of food ordered, delivered, used and discarded.

### **QUALIFICATIONS:**

- Bachelor's Degree plus two years or equivalent years related experience.
- Strong organizational and computer skills, especially Excel.
- Strong written/verbal communication skills.
- Knowledge of warehouse operations and equipment preferred.
- Knowledge of community and state resources.
- Ability to work with government agencies, contractors, donors, recipient agencies, etc.
- May at times require physical exertion such as bending and lifting.



**If you wish to apply for this position, please email your cover letter and resume to:  
[recruiter@voaww.org](mailto:recruiter@voaww.org).**

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.