



Distribution Services Manager

Title:	Distribution Services Manager
Immediate Supervisor:	Senior Director of Basic Needs Services
Association:	Snohomish County Food Distribution Center
Hours & Wages:	Full Time/ \$37,440 annually
Date of Description:	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.**

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