



THE FAMILY PANTRY OF CAPE COD JOB DESCRIPTION

Job Title: Warehouse Manager

Department: Pantry Warehouse

Supervisor: Executive Director

Date: November 2024

Job Summary:

The Warehouse Manager is responsible for maintaining the general condition of the warehouse and overseeing the ordering, collection, storage, and distribution of food and clothing in the warehouse. The Warehouse Manager is also responsible for scheduling volunteers for warehouse duties, deliveries, special events and pickups. The Warehouse Manager is responsible for the warehouse side of the Healthy Meals in Motion Mobile Pantry program. Fleet Management of all Pantry trucks is included in the responsibilities. The Warehouse Manager reports to and partners with the Executive Director concerning the warehouse operations. This is a full time, 40 hours per week salaried position with benefits.

Supervision Received:

The incumbent will be supervised by the Executive Director and is expected to follow and implement all policies adopted by the Board of Directors. A significant amount of independent decision making is required but the Executive Director must be consulted on unique or individual situations.

Supervision Given:

The Warehouse Manager will provide general supervision to all warehouse volunteers and the Assistant Warehouse Manager.

Duties and Responsibilities:

1. Supervises the overall operation of the warehouse, including organization, sanitation and compliance with all food safety requirements and Pantry policies.
2. Manages The Healthy Meals in Motion Mobile Pantry warehouse operation, including scheduling volunteers and truck drivers, and ensuring orders are packed and shipped accurately
3. Volunteer Management regarding any warehouse operations
 - Identifies, trains and supervises all warehouse Shift Coordinators and volunteers
 - Assigns, trains & schedules all warehouse volunteers
 - Works with Program Manager to ensure efficient operation of the Pantry
 - Coordinates with Volunteer Coordinator to ensure adequate volunteer staffing
4. Arranges for the procurement of all food needed for the operation of the pantry. This includes using the Greater Boston Food Bank order system, wholesale and retail purchases
5. Works with Pantry staff to manage all special events including but not limited to: Annual Toy and Turkey Day, spring Grab and Go
6. Checks and maintains refrigeration logs for all equipment
7. Maintains a system for the distribution of the perishable foods to minimize spoilage
8. Maintains a system for the rotation of the non-perishable goods
9. Manages the Pantry fleet of trucks and Fork truck
10. Responsible for building maintenance - including but not limited to cleaning, snow plowing, sanding, landscaping, irrigation, pest control, alarm system, fire extinguishers.
11. Other responsibilities that the Executive Director might determine to be necessary.

Skills Required:

1. Strong verbal / written communication & interpersonal skills are essential
2. Proficient with email and electronic calendars
3. Demonstrated ability to assess a situation and decide the appropriate action
4. Ability to independently prioritize and function smoothly under pressure and within deadlines
5. Demonstrated ability to plan ahead and anticipate upcoming workloads
6. Valid Massachusetts Driver's License and capable of safely operating a 20' box truck
7. Food Safety Certificate to be obtained within 60 days of hire date.
8. Capable of safely operating a Fork Truck
9. 3 Years warehouse experience demonstrating a proven record of organization, efficiency, sanitation and ability to work well with others
10. Candidates with volunteer management experience are welcome

Hours 40 per week

- Monday Off
- Tuesday 6:00 - 4:00PM 9
- Wed 6:00 - 2:00PM 8
- Thursday 11:00 - 8:00PM 9
- Friday 6:00 - 1:00PM 7
- Saturday 6:00 - 1:00PM 7

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