



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Warehouse Supervisor

About Second Harvest Food Bank

Looking for mission-driven work? Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to more than one quarter of a million people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than any other food bank in the country, through a network of nearly 320 nonprofit partners at more than 850 sites. Second Harvest is pursuing innovative efforts to increase access to food resources as it seeks to feed an additional 100,000 hungry people each month. To reach more people, it advocates for anti-hunger policies and connects those in need to federal nutrition programs and other food resources. To learn more about how Second Harvest is building a hunger-free community, visit www.SHFB.org.

About the Position

The Warehouse Supervisor will proactively supervise a team of warehouse employees, ensuring adherence to good warehouse policies, programs, and practices. The Supervisor assigns work in all or some of the following areas: truck loading, truck unloading, receiving, put-away, picking, pallet building. Works together with the Warehouse Manager and other managers to continuously improve productivity and inventory accuracy including training of assigned staff on new processes and methods. The supervisor is responsible for the accuracy of all inventory transaction entry and paperwork completion for their assigned shift and location.

Duties and Responsibilities

- Primary daily responsibilities:
 - Daily communication with Warehouse Manager to ensure up-to-date understanding of priorities and goals.
 - Organize, assign, and supervise work for assigned personnel.
 - Supervise warehouse personnel when loading trucks for daily deliveries.
 - Review the daily shipping appointments calendar, then plan and organize inventory storage to facilitate efficient incoming product put-away and pick location replenishment.
 - Work in conjunction with Food Sourcing, Inventory, and Operations staff to ensure the timely receiving and put-away of products.
 - Supervise warehouse staff and direct activities to organize and restock pick locations after analyzing recommendations from the inventory system, Work Activity Plan (WAP) or as directed by the warehouse manager.
 - Monitor and maintain proper inventory records in accordance with shipping, receiving, and inventory procedures.
 - Organize and maintain inventory and storage areas.

CURTNER CENTER
750 Curtner Avenue
San Jose, CA 95125
T 408-266-8866
F 408-266-9042

CYPRESS CENTER
4001 North First Street
San Jose, CA 95134
T 408-266-8866
F 408-266-9042

BING CENTER
1051 Bing Street
San Carlos, CA 94070
T 650-610-0800
F 650-610-0808

- Work with Warehouse Manager on cause and corrective actions for warehousing errors.
- Ensure safe and proper use of all warehouse equipment, including fork lifts, walkie-riders, pallet jacks, scales, dock levelers, rollup doors, etc.
- Prepare equipment as required for daily use, e.g. hanging stretch wrap, ensuring forklifts and pallet jacks are charged.
- Personnel:
 - Supervise union employees in accordance with the Collective Bargaining Agreement between the SHFB and Teamsters Local, 287.
 - Communicate job expectations and coach employees. This will include periodic training of assigned personnel.
 - Supervise volunteers as assigned.
 - Working with Transportation Manager, provide supervision of Curtner based drivers including non-critical dispatching, driver reloads and ensuring proper completion of paperwork.
- Food and Personnel Safety:
 - Assist in maintaining a housekeeping and sanitation program that is in compliance with Health Department codes, Feeding America, American Institute of Baking (A.I.B) Standards, and food bank food safety standards.
 - Ensure that all products are stored, handled, and distributed in accordance with SHFB's Food Safety Policy, Feeding America and A.I.B food safety guidelines, and in accord with all city, state and federal regulations.
 - Ensure adherence to all safety guidelines of Second Harvest Food Bank that apply to warehouse functions.
 - Ensure that only assigned and certified personnel are allowed to operate food bank equipment. Ensure that personnel complete daily equipment safety checklists and operate equipment in a safe and appropriate manner.
 - Promptly report any accidents or other safety violations to the Warehouse Manager and Human Resources department.
 - Conduct warehouse food safety self-inspections
 - Conduct regular warehouse door and cooler/freezer checks as required
- Other Duties when assigned :
 - Act in a back-up capacity in the absence of Warehouse Department staff. This includes pre-planned shift and location change to cover for other warehouse Supervisors on FTO.
 - Perform other duties to satisfactorily complete the goals of the department.
 - Open the facility at the beginning of shift.
 - Perform non-technical scheduled maintenance on warehouse equipment.

Qualifications

- Minimum of five (5) years of experience in a supervisory and/or management role, preferably in a food related warehouse environment.
- Experience supervising union warehouse employees preferred.
- Experience inputting inventory entries (receipt, pick, post) in ERP or other database system.
- Forklift certified or ability to obtain certification during the 90 day introductory period. (Preferred)
- Ability to safely operate all types of warehouse equipment, including, but not limited to, pallet jacks, forklifts, and dock levelers. Certification preferred.



- Proven ability to work steadily and independently with minimum supervision and to follow standardized procedures.
- Must have a valid Class C California driver's license and a current DMV printout with no moving violations. To be current the DMV printout must be dated within the last 30 days and submitted with the employment application.
- Demonstrated ability to maintain accurate records. Write reports and record transactions with proper format and legibility.
- Ability to add, subtract, multiply and divide units of weight and compute percentage.
- Ability to safely exert force and/or lift or move items weighing up to 100 pounds occasionally, and up to 50 pounds frequently.
- Ability to occasionally work inside freezers and coolers with a temperature of –10 °F. to 38 °F.
- Ability to work well with other staff and to relate well to donors and agency representatives. Speak to customers with poise, voice control, and confidence, imparting information in a clear and understandable manner.
- Proven ability to operate as a team player and establish and maintain good relationships with people of various ages, educational, ethnic, and socioeconomic backgrounds.
- Ability to perform duties in accordance with Second Harvest Food Bank's Safety Policies and Injury Prevention Program.

Education

- High School diploma or equivalent.
- Basic math skills.
- Proficient in MS Outlook, MS Excel, and MS Word
- ERP database systems

Reports To:	Curtner Warehouse Manager
Location:	Curtner Distribution Center – 750 Curtner Avenue, San Jose, CA 95125
Hours:	Exempt, Full Time, Day Shift. This position starts at 5:30 a.m.
Compensation:	Salary commensurate with background and experience. Outstanding and generous health benefits program, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and retirement plan.

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EOE

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