



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Warehouse Supervisor – Day Shift

About Second Harvest Food Bank

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 an average of 260,000 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 almost any other food bank in the country, through a network of 309 nonprofit partners at 985 sites. Second Harvest is pursuing innovative efforts to increase access to food resources as it seeks to feed more 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 SHFB.org.

About the Position

We are seeking a Warehouse Supervisor to oversee and coordinate the daily warehousing activities and staff to insure that all food and non-food products are received, stored, and handled in a safe, accurate, and efficient manner, and made accessible for distribution.

Duties and Responsibilities

- Primary daily responsibilities:
 - Daily communication with Warehouse Manager to ensure up-to-date understanding of priorities and goals
 - Organization and assignment of work for assigned personnel
 - Supervise warehouse personnel 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
 - Direct staff to organize and restock pick locations including pallet consolidation after analyzing recommendations from the inventory system (WAP) or as directed by the Warehouse Manager
 - Monitor and maintain proper inventory records in accordance with shipping, receiving and inventory goals and procedures
 - Organize and maintain inventory and storage areas
 - Work with Warehouse Manager on cause and corrective actions for warehousing errors and issues
 - Ensure safe and proper use of all warehouse equipment including fork lifts, walkie-riders, pallet jacks, scales, dock levelers, rollup doors, etc.

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

- Prepare equipment as required for daily use, e.g. hanging stretch wrap, ensuring forklifts and pallet jacks are charged
- Assign equipment to workers during equipment downtime
- Perform non-technical scheduled maintenance
- **Personnel:**
 - Supervise union employees in accordance with the Collective Bargaining Agreement between the SHFB and Teamsters Local 287
 - Communicate job expectations and coach employees
 - Supervise volunteers as assigned
- **Food and Personnel Safety:**
 - Assist in maintaining a housekeeping and sanitation program that is in compliance with Health Department codes, Feeding America, AIB 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 American Institute of Baking (AIB) 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. This will include periodic training of assigned personnel
 - Open and/or close the facility as required
 - Inspect product donations to assure that food safety and sanitation requirements are achieved. Receive incoming products, verifying all paperwork, label, and/or pallet tags in the inventory system
 - Perform non-technical scheduled maintenance on warehouse equipment

Qualifications

- Minimum of five (5) years of experience in supervision and/or management, 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 during the 90 day introductory period (Preferred)
- Ability to safely operate all types of warehouse equipment, including, but not limited to, manual and electric riding pallet jacks, and dock levelers. Forklift/scissors lift certified 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 20 to 100 pounds occasionally, and up to 50 pounds frequently
- Ability to work inside freezers and coolers with a temperature of -10°F to 38°F occasionally
- 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 background
- Ability to perform duties in accordance with Second Harvest Food Bank's Safety Policies and Injury Prevention Program

Education:

- High School diploma or equivalent.
- Proficient in MSOutlook, MSEXcel, and MSWord
- ERP database systems

Reports To:	Warehouse Manager
Location:	4001 North First St, San Jose, CA 95134
Hours:	Full-Time, Exempt. This position starts at 5:30am, Tuesday through Saturday.
Compensation:	Competitive salary commensurate with experience. Generous health benefits, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and excellent retirement savings plan

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EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY

