

## **Logistics Manager**

The Community FoodBank of New Jersey (CFBNJ), a member of Feeding America®, has been delivering food, help and hope across the state for over 40 years. Last year, CFBNJ provided nutritious food for over 55 million meals through its network of more than 1,000 community partners including pantries, soup kitchens, emergency shelters, mobile pantries, and child and senior feeding programs. Accompanying this, CFBNJ also provides vital programming as a frontline defense against hunger, helping families make ends meet and stretch food dollars further to alleviate food insecurity and improve health. For our hungry neighbors, the CFBNJ is the powerful agent of change that fills the emptiness caused by hunger and provides resources that are essential to earning a sustainable living.

The Community FoodBank of NJ is looking for a Logistics Manager to join our Operations Team. This role will report directly to the Director of Operations and is located in the Hillside, NJ office. The person in this role will direct and oversee daily warehouse management functions as well as the operational strategies required to ensure the timely delivery and pick-ups of products to clients in the most cost effective manner. This person will ensure that all drivers adhere to policies, procedures and DOT regulations. Additionally, they will create and implement appropriate systems for proper warehouse storage and protection of product while providing leadership with other operations managers and supervisors on warehouse, facility and distribution planning.

### **Responsibilities include, but are not limited to:**

- Hire, supervise, and train Transportation Department team members.
- Monitor all safety practices and evaluate workplace environment, to ensure compliance with work and food safety standards and regulations.
- Schedule and supervise the routing of daily pick-ups and deliveries using the Roadnet Transportation Suite.
- Supervise drivers in all aspects of transportation and compliance with company policy and procedures, rules and regulations, DOT and OSHA. This may include, but is not limited to, conducting lift truck certification training and refresher training, ensuring that daily pallet jack equipment inspections are conducted.
- Report and coordinate repairs and schedules maintenance to the proper equipment vendors for all transportation department equipment.
- Maintain current vehicle list with DOT numbers.
- Process and maintain vehicle registrations.
- Handle vehicle EZ Pass administration and verify usage on bill.
- Manage all accident reporting in a timely manner and in accordance with CFBNJ standards and procedures.
- Assist with managing Warehouse and Shopping supervisors and associates in all daily operations of food, including but not limited to receiving, storage, inventory, selecting and shipments of products.
- Ensure the safe operations of all lift equipment and trucks, which includes training, certification, equipment maintenance and equipment logs.
- Conduct annual review of all Standard Operating Procedures (SOP) and updates as appropriate to reflect proper standards and documents any corrective actions that are taken.

- Conduct written warehouse inspection on a regular basis and documents all corrective actions.

**ESSENTIAL SKILLS AND EXPERIENCE:**

- Three to five years of experience in distribution or warehouse management.
- At least three years of supervision experience, preferably in transportation, is required.
- Proficient verbal, written and interpersonal skills.
- One year minimum experience in forklift operation and other materials-handling equipment.
- Knowledge of warehouse transportation operations is required. Food retail/wholesale is strongly preferred.
- Working knowledge of DOT regulations and fleet maintenance is strongly preferred.
- High School Diploma or equivalent is required, along with critical thinking skills, a positive, can-do attitude, excellent communication and interpersonal skills, and a high degree of self-motivation.

**PHYSICAL/COGNITIVE DEMANDS:**

Must be able to safely operate a pallet-jack, forklift and reach truck; ability to lift up to 50 lbs; standing for long periods of time; stretching, bending, lifting, stooping, kneeling, reaching, pushing, pulling. Medium to heavy physical requirements. The ability to remember information such as words, numbers, pictures, and procedures; to listen to and understand information and ideas presented through spoken words and sentences; to communicate information and ideas in speaking so others will understand; to concentrate on a task over a period of time without being distracted.

Qualified candidates should send a resume and salary requirements to [managerjob@cfnj.org](mailto:managerjob@cfnj.org).