



## Warehouse Director (Exempt Position)

40 hours per week, includes Medical & Dental benefits, Mon- Fri 7:00-3:00pm

Under the direction of the Executive Director, the Warehouse Director is responsible for the daily operations of the Loaves & Fishes Warehouse. This includes inventory management (receiving, distributing, accounting, and ordering for all programs) supervision of staff, equipment maintenance and management, purchasing with data entry, Cal OSHA Safety requirements, etc.

### **Typical tasks include:**

1. Manage the FIFO method of distributing inventory
2. Purchase, maintain and account for inventory flow as needed for all programs
3. Oversee and direct staff during daily operations
4. Follow and report on Cal OSHA requirements
5. Maintain equipment and safety requirements
6. Establish and maintain supplier/donor relationships
7. Monthly & Annual physical inventory counts
8. Oversee in-kind inventory for all programs
9. Report accurate monthly inventories to Finance Director
10. Employee Time Cards, PTO and Time Management
11. Staff disciplinary concerns
12. Daily data entry for all transactions
13. Other duties as assigned

### **Requirements:**

1. Must have a valid CA driver's license
2. Must be or able to be Forklift Certified
3. Must be proficient with EXCEL and ACCESS software
4. Must have proficient writing and communication skills
5. Must have experience with Inventory processes & documentation needs
6. Must have supervisory experience
7. Must be familiar with Cal OSHA requirements
8. Must have experience with food handling, Food Handlers certification is required
9. Must be able to stand for long periods and lift at least 25 lbs.
10. Must be able to work weekends and holidays (Nov-Jan)

### **Qualifications:**

Candidates must have a commitment to the mission and philosophy of Loaves & Fishes. The candidate must be detail oriented, possess strong written and oral communication skills, strong organizational skills, and must be computer literate. Ability to be a self- starter, work independently, and meet deadlines. Candidate must be detail oriented.

Please submit resume via fax to Human Resources at (916) 446-9376 or email to [hr@sacloaves.org](mailto:hr@sacloaves.org) **no later than**  
**June 15, 2022.**