

Posting information for Logistics and Warehouse Manager position at Harvesters.

Join the fight against food insecurity. Make a difference in your community by applying to the Logistics and Warehouse Manager position! It is full-time. We offer a robust benefits package, including employee paid medical, dental life and disability insurance and a 403b plan. Our paid time off is generous and include paid holidays.

JOB SUMMARY: Lead the Warehouse/Admin team in all aspects of supply chain management while maintaining inventory. Ensure consistent customer service and project completion. Oversee food safety compliance.

PRINCIPLE RESPONSIBILITIES:

1. Lead and participate in all aspects of the receiving, stocking and order fulfillment functions, including but not limited to: donor and product identification, product counts, product handling and product put-a-way; order picking assignments, picking accuracy, picking speed, pallet building, product staging, and data entry.
2. Receive all donated and purchased product in accordance with Harvesters published receiving standards and procedures.
3. Ensure accuracy of all receiving documents. Assist in resolving any discrepancies. Collect all documentation for inbound freight and accurately identify product on receiving documentation.
4. Oversee the selection of product for allocation and distribution; stage product; assist agency personnel with product selection; record and post transaction in Warehouse Management System.
5. Maintain standards supported by OSHA.
6. Adhere to food safety and building standards using AIB as the criteria to measure.
7. Preserve excellent customer service with both internal (employees) and external (volunteers, agency personnel, visitors, etc.) customers.
8. Complete monthly and annual performance reviews and training plans of actions as needed.
9. Assist with any performance issues, training, and corrective action needs. Coordinate related functions with Management staff (Warehouse, Admin) in the Topeka facility.
10. Participate with appropriate Harvesters staff in strategies that involve logistics, inventory management, and coordination of product distribution to agencies.
11. Maintain Harvesters' facilities, equipment and grounds by monitoring compliance with daily, monthly, and annual sanitation and pest control checklists.
12. Supervise volunteers assigned to assist with building and grounds sanitation.
13. Inspect facility to identify sanitation needs; maintain ongoing needs lists and sanitation logs.

14. Maintain inventory of cleaning and other janitorial supplies.
15. Follow and maintain SDS, AIB, Feeding America, and Harvester's sanitation procedures.
16. Maintain comprehensive understanding of AGI inventory control systems and Navision software, in order to effectively support other operational departments and research and resolve inventory discrepancies and problems.
 - Effectively communicate and interact with operational departments in order to insure a comprehensive understanding of all aspects of inventory movement (receiving, distribution, internal transfers, etc.)
 - Partner with Operational departments to develop, document, and implement effective inventory policies, processes, procedures, reporting and monitor their effectiveness.
 - Research inventory discrepancies, identify causes, and partner with Operational departments to effectively resolve problems.
17. Develop and implement a process for effective cycle counts and regularly scheduled physical counts.
18. Perform monthly physical inventory
19. Manages product waste in order to minimize unusable product in order to meet organizational goals.
20. Maintain FIFO procedures to prevent needless product waste.
21. Operate material handling equipment in a safe and secure manner. Assist with material handling equipment preventive maintenance.
22. Maintain proper inventory storage practices to insure product safety, product quality and to increase distribution of quality perishable product.
23. Monitor and review with Warehouse staff, cooler inventory accuracy; inventory stocking levels and sanitation standards.
24. Other duties as assigned including stepping in to help when other managers are absent or away.

OTHER ASPECTS OF THE JOB:

1. Able to effectively communicate and interact with co-workers, managers and customers/clients.
2. Demonstrate a commitment to the mission and values of Harvesters.
3. This position functions in a warehouse environment and requires travel within the warehouse areas. It requires the use of general office equipment such as telephone, computers, adding machines, calculators, fax and copiers and extensive walking across the warehouse and back and forth to the office. It occasionally requires lifting over 50 pounds and lifting of 20 to 50 pounds approximately 5% of the time. Incumbent will spend 70% of the time in a warehouse environment,

15% of the time stationary, working at a computer terminal, 10% of your time in a truck transporting product and 5% of the time talking on the telephone.

QUALIFICATIONS:

Required:

- 3-5 years in a warehouse, preferably in a food industry setting, including 2 years of supervisory experience.
- Must have a working knowledge of MS Office applications and have excellent verbal and written communication skills.
- Knowledge of DOT regulations as it pertains to a commercial vehicles and drivers.
- Bachelor degree in general business or a related field

Preferred:

- Hold a Class A or B CDL
- Certified forklift operator and stand on EPJ
- Experience working with Volunteers

*******Must comply with Harvesters covid vaccination policy which requires all employees to be fully vaccinated unless a religious or medical accommodation is requested. If unvaccinated, candidate must begin the process when offer is made as a condition of employment.**

Please contact Portia Sowers with questions – 816-929-3094

Apply at <https://www.harvesters.org/about-harvesters/careers>