

Lutheran Social Services

Position Description



Division/Department: Nourishment Network

Job Title: Nourishment Network Manager

Reports to (Title): President/CEO

Job Code:

FLSA Status: Exempt

Manager (with direct reports)?		Yes X		No
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Location: Jacksonville

SUMMARY

This position provides overall leadership and management for the collection, storage, and distribution of donated products to charitable feeding programs through the LSS Nourishment Network. Key accountabilities include: program operations, logistics, inventory management, transportation, USDA Program compliance, fleet management for NN vehicles, and building maintenance for NN facility.

This position participates in the strategic planning process and ensures that operational and warehouse processes follow all applicable Federal, State, and Local laws for food storage, handling and distribution. This position also works on some Saturdays and may need to be in the office at times for a 5:30am delivery.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Directs the activities and staff involved in the efficient movement of product including receipt, storage and distribution, maximizing warehouse space, resources and avoiding waste or damages.
- Establishes effective procedures and controls for the safe and efficient movement and storage of food and non-food product; monitors adherence to established procedures to ensure safety and sanitation measures are followed.
- Maintains thorough and up to date knowledge of facility, food safety and food distribution management in order to implement innovative ways to improve and maximize efficiency.
- Develops and maintains all reporting for operations; ensuring that poundage and tracking of donated food and non-food products are in accordance with USDA and Nourishment Network North Florida standards and expectations.
- Works with Executive Director and LSS Finance staff to establish operations budget; monitors and approves expenditures for purchases, maintenance of equipment of equipment/facility/vehicles, and contracts in accordance with established guidelines; negotiates and manages vendor contracts; identifies ways of reducing expenses and improving efficiency.
- Oversees the development, implementation and maintenance of a comprehensive food and warehouse safety program for employees and volunteers. Develops a tracking and reporting mechanism for the safety program.
- Cultivates and maintains strong relationships with community agencies, Health Department, EPA, OSHA, Fire department, and USDA representatives to ensure community needs and compliance requirements are met.
- Conducts all the above activities, as well as any and all other as business needs would dictate.

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SUPERVISORY RESPONSIBILITIES

- Responsible for the overall direction, coordination and evaluation of NN program and the employees within the Department. Carries out supervisory responsibilities in accordance with organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, delegating, motivating and ensure operations staff are committed to the mission and values of the Nourishment Network North Florida; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Coaches and develops staff to maximize performance.
- Ensures all staff is well trained and follows safety, basic food handling, menu planning, salvage evaluation/sorting and NN procedures as appropriate.

WORK EXPERIENCE & JOB-RELATED SKILLS (Required/Preferred)

- Management/Supervisory experience required.
- Thorough knowledge of logistics, inventory management, online ERP systems, fleet management and transportation solutions
- Must be a creative problem-solver with strong organizational, analytical, planning, and anticipatory management skills
- Able to handle multiple priorities and effectively work with a diverse staff
- Demonstrated participative management practices and sound judgment skills
- Good knowledge of planning and organizational skills.
- Good oral and written communication skills, including public speaking
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to write reports, business correspondence, and produce manuals.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrates high degree of integrity and ethical standards.
- Ability to solve practical problems and deal with a variety of concrete variables with a minimum amount of direction.

EDUCATION, CERTIFICATION, LICENSURE (Required/Preferred)

- College degree preferred
- Must secure a food handler license within 30 days of accepting position.
- Experience in the food or grocery industries helpful but not required
- Bi-lingual in Spanish helpful but not required

REQUIRED JOB COMPETENCIES (*Behaviors For Effective Job Performance*)

- Customer Focus
 - Leadership
 - Managing & Measuring Work
 - Oral/Written Communication
 - Planning & Organization
 - Problem Solving
 - Quality Process Management
 - Timely Decision Making
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WORK ENVIRONMENT/PHYSICAL DEMANDS	
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	
Activity: (if more than 2+ hours per day)	<input checked="" type="checkbox"/> standing <input checked="" type="checkbox"/> sitting <input checked="" type="checkbox"/> mobility <input checked="" type="checkbox"/> climbing <input checked="" type="checkbox"/> balancing <input checked="" type="checkbox"/> writing <input checked="" type="checkbox"/> crawling <input checked="" type="checkbox"/> squatting <input checked="" type="checkbox"/> bending <input checked="" type="checkbox"/> filing <input checked="" type="checkbox"/> twisting
Lifting to include:	<input type="checkbox"/> up to 10lbs. <input type="checkbox"/> 11-25 lbs. <input checked="" type="checkbox"/> 26-60 lbs. <input type="checkbox"/> 61-75 lbs. <input type="checkbox"/> over 75 lbs. <input checked="" type="checkbox"/> pushing <input checked="" type="checkbox"/> pulling <input checked="" type="checkbox"/> carrying
Environmental Conditions:	<input checked="" type="checkbox"/> cold <input checked="" type="checkbox"/> heat <input checked="" type="checkbox"/> wet and/or humid <input checked="" type="checkbox"/> noisy <input checked="" type="checkbox"/> vibration <input checked="" type="checkbox"/> fumes <input checked="" type="checkbox"/> dust <input checked="" type="checkbox"/> odors <input type="checkbox"/> mists
Sensory:	<input checked="" type="checkbox"/> hearing to converse <input checked="" type="checkbox"/> hearing to use telephone <input checked="" type="checkbox"/> talking <input type="checkbox"/> tasting/smelling <input type="checkbox"/> reading distance 1-5ft. <input checked="" type="checkbox"/> reading distance 10-30ft.
Driving:	<input checked="" type="checkbox"/> incidental driver <input type="checkbox"/> regular driver
Keying:	<input type="checkbox"/> Occasionally (2-3 hours weekly) <input checked="" type="checkbox"/> Frequently (2-3 hours daily) <input type="checkbox"/> Continuously (4+ hours day)
Safety:	lists specifics: Warehouse conditions – closed toe shoes

The statements included in this Job Description are intended to describe the general nature and level of the work being performed by the person assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

Employee Signature: _____ Date: _____

Lutheran Social Services is an Equal Opportunity Employer