

Feeding America, Kentucky's Heartland Job Description

Title: Director of Operations

Reports to: Executive Director

Position Summary: Overall responsible for all Operational and Logistical aspects of FAKH including product flow (procurement, receipt, storage and distribution), buildings, equipment and vehicles, and supervision of all personnel involved in these functions.

Essential Duties:

Management/Supervision:

- Supervises all warehouse/logistics employees (includes Volunteer Center warehouse).
- Ensures employees are properly trained to perform their functions.
- Maintains/manages employee time, attendance, breaks, etc., ensuring mission can always be accomplished with assigned staff.

Building, Grounds and Safety:

- Ensures maintenance is completed on warehouse and equipment as required.
- Ensures the warehouse and outside grounds are kept clean and organized.
- Ensures warehouse activities are conducted in accordance with proper OSHA safety rules and practices.

Product Receipting, Inventory/Accountability and Distribution:

- Ensures product receipt, agency distribution and accurate entry into automated FB inventory and billing system.
- Ensures proper product receipting and issuance and ensures proper receipting is accomplished to Feeding America (national), other food banks and local donors for product received, as applicable.
- Performs “spot” inventory counts and oversees end-of-month product reconciliation, as appropriate, and ensure entry into the FAKH automated inventory system.
- Oversees/Ensures an annual total warehouse inventory (end of FY) and automated system reconciliation.

Policy and Procedures:

- Ensures all practices (food handling, salvage processing, refrigeration, freezer, etc.) are conducted in accordance with State and Federal and Feeding America (national) health guidelines.
- Ensures other FAKH's operations and practices are in compliance with governmental regulations, i.e., fire, pest control, etc.

Product Procurement:

- Maintains liaison with Feeding America (national), local donors and other food banks to ensure donated product is procured and available in sufficient quantities to satisfy member agency requirements.
- Ensures proper procurement network is established in order to purchase adequate product for the FAKH purchase program and backpack program, ensuring cost efficiencies in all purchases.

Reporting:

- Ensures required reports, i.e., quarterly poundage report, USDA count and reconciliation, etc, are complete and accurate.

Other Responsibilities:

- Manages/Oversees the Retail Store Pickup Coordinator in his duties of overseeing/supervising the Retail Store Donation Pickup Program ensuring compliance with all applicable policies and procedures.
- Manages/Oversees the Transportation Coordinator in his duties of managing the FAKH truck fleet and agency delivery program insuring safe, efficient, accurate and consistent delivery to all member agencies requesting delivery.
- Manages/Oversees the Distribution Center Manager and Volunteer Center Manager.
- Manage/Oversees the Mobile Food Pantry Coordinator to distribute as much food as possible to undeserved counties in our area.

Employee: _____ Date: _____

Supervisor: _____ Date: _____