

EASTERN ILLINOIS FOODBANK

JOB DESCRIPTION

JOB TITLE: Facility Supervisor

REPORTS TO: Vice President of Operations & Administration

STATUS: Full Time

JOB FUNCTION:

Creating and implementing appropriate systems for building maintenance (warehouse and office), grounds, warehouse equipment, and security, including personnel/supervisory functions of staff, equipment, community service workers and volunteers. One of the leadership positions that is responsible for the receipt and distribution of food and other products in the warehouse. Assist in development and responsible for implementation and management of food safety programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Facility

- Manage the maintenance of the Food Bank facility (warehouse and office), including: regular schedule of maintenance and repairs on all equipment, including refrigeration units
- Implement and document ongoing warehouse facility safety and sanitation procedures, conducting regular warehouse inspections to ensure warehouse health/sanitation and safety standards are met in accordance with AIB (Food Safety), USDA, Feeding America, OSHA, and local and state regulatory agencies
- Implement safety program and conduct safety trainings for staff
- Provide/oversee grounds maintenance: snow removal, landscaping and lawn
- Oversee maintenance and upkeep of HVAC, lighting, and plumbing for office and warehouse
- Provide maintenance and upkeep of office furniture and work spaces in coordination with Administrative Supervisor
- Responsible for security of the facility
- Coordination of renovations and facility expansion needs
- Responsible for facilities materials procurement

Operations

- Manage storage and rotation of loose product in an efficient, organized and safe fashion
- Work with Inventory Management Supervisor to ensure timely sort and repackaging of product
- Assist with physical inventory when needed

Supervisory

- Supervise the day-to-day activities of assigned staff
- Assign responsibilities and supervise the work of Community Service Workers, Experience Works Staff, and Volunteers for optimal productivity
- Provide leadership and training to ensure that all work is completed in a correct, safe, and timely manner
- Report all injuries and complete all related paperwork immediately

Other Duties as assigned

EIF Internal Relationships

- Works with Foodbank staff to carry out all aspects of warehouse product care from receiving, storage, and distribution to pickup and delivery.
- Works cooperatively with all Foodbank staff to ensure accurate agency orders, accounts receivable records, product donation receipts, inventory records, and general maintenance, cleanliness, and organization of the Foodbank's facilities and equipment.
- Works with Partnership Staff to maintain smooth business interactions with agency customers.
- WORK AT ALL TIMES TO PRESENT A POSITIVE IMAGE TO AGENCIES, DONORS AND THE PUBLIC AT LARGE

QUALIFICATIONS:

Skills and Experience

- Experience developing and managing a safety program plus knowledge of appropriate AIB, OSHA regulations and record-keeping requirements
- Minimum of two years of facility management experience
- Supervisory experience (preferably in a warehouse environment)
- Proficient at operating all warehouse equipment and able to train others in their operation
- Knowledge and skill in carpentry, light plumbing, mechanical and electrical work
- High School Diploma or GED
- Ability to obtain Food Service Sanitation Certificate
- Proficient with Microsoft Outlook and Word

Competencies

- Compassion
- Customer Focus
- Safety Conscious
- Problem Solving
- Peer Relationships