



**COMMUNITY RESOURCE CENTER
JOB DESCRIPTION**

POSITION:	Transportation & Logistics Supervisor	REPORTS TO:	Food and Nutrition Program Manager
		FLSA:	Non-Exempt
JOB DESC. #:	TLS	SALARY:	
GENERAL DESCRIPTION:	<p>Under the direct supervision of the Food and Nutrition Program Manager and/or Director of Finance & Operations, the Transportation and Logistics Supervisor is responsible for timely scheduling and routing of food donation pick-ups, daily maintenance of the CRC truck, responding to requests for basic maintenance functions at all CRC facilities, and coordination of the Food and Nutrition Center. As needed, Transportation and Logistics supervisor will transport the redistribution of donation items between Resale Stores as well as the operational set up for Holiday Baskets.</p> <p>The Transportation and Logistics Supervisor must be able to effectively communicate with fellow employees, manage time in an efficient manner, have a flexible schedule and attitude and be a team player.</p>		
ESSENTIAL FUNCTIONS:	<p>Trucks:</p> <ol style="list-style-type: none"> 1. Drivers must obey all CA Department of Motor Vehicles Commercial Driving Handbook and operate and drive the trucks safely at all time. 2. Oversee the food donation scheduling and pick-up. Responsible for prompt return of all phone calls from potential donors when the Food and Nutrition Program Manager is unavailable. 3. All pick-ups must be made as soon as possible. If donations warrant a same day pick-up, time should be allotted for such pick-ups. 4. Manage and schedule other truck drivers. 5. Prepare driver daily trip logs and vehicle inspection sheets. 6. Request all needed Truck supplies, such as donation receipts, paperwork, etc., in a timely manner. 7. Order all needed Truck/ Maintenance supplies. <p>Maintenance:</p> <ol style="list-style-type: none"> 1. Assist Maintenance department scheduling and maintenance request projects from the different CRC departments, shelter and transitional housing units and resale stores. <p>Food and Nutrition Center:</p> <ol style="list-style-type: none"> 1. Maintain good relations with Partner stores and partner Food Banks 2. Provide the data our partner Food Banks require (ie. Food quantities) via data entry 3. Non-affiliated Food Bank Fresh Rescue stores – schedule fresh rescue pickups accordingly 4. Regularly review performance/value of each Partner store and determine if adjustments are necessary 5. Manage food inventory and assure adequate non-perishable food is available in FNC, assisting in bringing in food items for stocking in FNC, purchasing when funds are available 6. Together with responsible staff, manage budget 7. Coordinate food drives and pick ups 8. Contribute to strategic discussions regarding FNC <p>Other duties as assigned by the Food and Nutrition Program Manager and/or Director of Finance and Operations.</p>		

KNOWLEDGE, SKILLS, AND ABILITY:	<p>Knowledge:</p> <ul style="list-style-type: none"> • CA Department of Motor Vehicles Commercial Driving Handbook <p>Skills:</p> <ul style="list-style-type: none"> • Skilled to perform diverse minor maintenance functions such as plumbing, electrical, painting and carpentry. • One-year experience in this capacity is required. • Detail oriented. • Leadership skills. • Decision making skills <p>Ability:</p> <ul style="list-style-type: none"> • Ability to listen and communicate effectively • Ability to be on time and dependable
EDUCATION & EXPERIENCE :	<p>Education:</p> <ul style="list-style-type: none"> • High School Graduate or GED. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 2-year experience in truck driving and preferably one year experience in a non-profit setting. • Must possess a valid California Driver's License, a clean driving record and proof of insurance. • Ability to operate a fork lift and/or willing to get necessary training/license
PHYSICAL LIMITATIONS:	<p>May: Sitting long periods of time Repetitive finger, hand, & wrist motion Other physical requirements involve walking, stair climbing, lifting, stretching, bending, etc. throughout a regular workday Good Vision and Hearing</p> <p>Must be able to lift a minimum of 25lbs up to 100lbs</p>

I can perform the following job duties: <input type="checkbox"/> without accommodation <input type="checkbox"/> with accommodation. If so, please specify:			
This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.			
Signature		MISSION <i>...Safety, Stability, and a path to Self Sufficiency.</i>	Date
Print Name			Self Sufficiency.
<p style="text-align: center;">FILING APPLICATIONS</p> Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment.			

<p>POSITIONS REQUIRING DEGREE/ CREDENTIAL Where required, an official transcript from an accredited college or university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.</p>	<p>INTRODUCTORY PERIOD All positions have an initial introductory period of 60 days.</p>
<p>BENEFITS Vacation; sick leave; 10 holidays; medical; dental; life insurance, IRA. Benefit eligibility is the 60th day from the date of hire.</p>	<p>CITIZENSHIP/IMMIGRATION STATUS In accordance with the Immigration Reform and Control Act of 1986, Community Resource Center hires only U.S. citizens and others lawfully authorized to work in the U.S.</p>