



# *Immediate Job Opening*

**Job Title:** Warehouse Manager

**General Description:** The primary responsibility of this position is to monitor all food activity from the time it is received from the donor, stored in the Food Bank warehouse or offsite facility, processed for distribution, and then released to the appropriate agency for distribution to clients. Responsible for planning, directing, and controlling operational activities including receiving and distributing products in compliance with Feeding America, Department of Agriculture, OSHA, DOT Regulations and food bank policy, procedures and standards, and other government programs.

**Job Duties:** Supervise warehouse employees and oversee daily operations, control and manage inventory, inspect the condition of tools and equipment, enforce all company rules and regulations, ensure a high degree of detail and focus on every assignment, supervise all volunteer programs, maintain all required paperwork and reports, communicate with managers, provide customer service, perform additional duties as assigned.

**Qualifications:**

- Minimum high school diploma or equivalent, college-level work or degree preferred.
- Five years of documented warehouse work experience.
- Two years of documented warehouse or logistics supervisory/management experience.
- Must be able to work Saturdays and have a flexible work schedule.

**Rate of Pay:** Commensurate with Experience

**Job Closing Date:** until filled

Please complete an application and submit to Martha Cabrera, HR Manager at 826 Krill Street, Corpus Christi, TX 78408.