Gleaners Community Food Bank of SE MI
Job Description

Job Title: Transportation Manager
Reports To: Operations Director
FLSA Status: Exempt
Department: Operations
Last Update: January 2020

Gleaners Community Food Bank is committed to ending food insecurity in SE Michigan. Last year the food bank distributed 34 million pounds of food through 5 regional warehouses serving 500 partners agencies in SE Michigan. This position leads the transportation and logistical operations of the food bank.

Essential Duties

1. Ensure efficient and cost-effective fleet management by assessing delivery/pickup routes, truck assets utilization, service contracts and lease agreements.
2. Supervise team of 10 drivers to ensure safe, on-time delivery performance, with high quality customer service.
3. Daily/weekly route scheduling to ensure timely pickups/deliveries and efficient truck assets utilization.
4. Supervise/facilitate all truck asset preventative maintenance and activity logs, including AIB and DOT requirements.
5. Manage organization transportation expense within budget.
6. Benchmark fleet costs to food bank peers and industry norms to understand cost and performance competitiveness. Champion improvement to top quartile performance among food bank peers.
7. Demonstrate service leadership style with emphasis on safety and customer service. Foster a positive work environment that encourages communication, engagement and cross-functional teamwork.
8. Ensure all transportation operations comply with all applicable regulations and guidelines.
9. Maintain staff by recruiting, selecting, orienting and training employees; developing personal growth opportunities.
10. Accomplish staff job results by coaching, counseling, and disciplining employees; planning, monitoring and appraising job results; conducting training; enforcing policies and procedures.
11. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities
12. Other duties as assigned

Scope of Position:
Budgetary Responsibility: High
Personnel Responsibility: High
Access to Confidential Info: Moderate
Supervisory responsibility: High
Donors: Moderate
Volunteers: Moderate
Food Partners High,
Outside Vendors: High
Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience
- Bachelor's degree required
- Minimum of three to five years' experience in direct truck fleet operations management required
- Supervisory experience, with demonstrated team and service orientation
- CDL class B or above licensure desirable

Language Ability
Excellent verbal and written communication skills, as well as strong interpersonal skills.

Math Ability
Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance. High degree of comfort with writing and managing budgets required.

Reasoning Ability
Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Demonstrated problem-solving and decision-making ability to correct unforeseen issues on the spot during events. Ability to work with volunteers, community leaders, and the public. Ability to multi-task, prioritize and perform under pressure. Ability to adapt to a flexible work schedule is also required.

Computer Skills
To perform this job successfully, an individual should have a thorough working knowledge of the Microsoft Office suite of products.

Equipment
The position requires operation of standard office equipment.

Work Environment
The standard work environment is an office housed within the warehouse. Although the office setting will be climate controlled, the warehouse is not.

Physical Demands
The employee must occasionally lift and/or move up to 35 pounds. While performing the duties of this job, the employee is frequently required to speak, hear, and use hands. Moderate amounts of walking, sitting, or standing are occasionally required. The position may also require intra and interstate travel by automobile, airplane, etc.