# Care and Share Food Bank for Southern Colorado

**Division/Department:** 30-Operations Department  
**Location:** Colorado Springs  
**Job title:** Colorado Springs Distribution Center Manager  
**Reports to:** Logistics Director

<table>
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<tr>
<th>Status:</th>
<th>Type of position:</th>
<th>Hours: 40hrs/week</th>
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<tbody>
<tr>
<td>Salary</td>
<td>☑ Full-time</td>
<td>☑ Exempt</td>
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<td>☐ Part-time</td>
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<td>☐ Contractor</td>
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<td>☐ Intern</td>
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## Position Summary:

The primary objective of this position is to effectively coordinate and fulfill the day-to-day Colorado Springs distribution center operations of Care and Share within the policies, goals and budget as approved by the Logistics Director and the Chief Operating Officer. Successful applicants will effectively promote and maintain safety, compliance, accuracy, and efficiency. High level of proficiency in prioritizing and managing multiple tasks in a fast paced and rapidly changing environment is essential. Position oversees distribution center associates and interfaces heavily with Regional Managers and Agency checkout volunteers.

## Duties and Responsibilities:

- Play an active role in all efforts to support Care and Share's strategic plan as well as day to day/short term goals.
- Conducts regular distribution center inspections and personnel training to ensure adherence to established safety and sanitation guidelines as dictated by Feeding America, OSHA, State, County and/or city municipalities health departments, AIB, as well as those policies established by Care and Share.
- Manage and coordinate systems for receiving, distributing, and transferring inventory that will result in effective control of inventory and efficient distribution of food to support the organization's needs.
- Supervise designated distribution center personnel to ensure the highest quality support system to member agencies.
- Provide leadership to distribution center staff in order to achieve the highest level of quality, accuracy, and efficiency in all aspects of distribution center activity.
- Evaluates the performance of the warehouse personnel, provides coaching to develop employees capabilities.
- Evaluates effectiveness of distribution operations and implements changes for improvement.
- Informs Logistics Director and Chief Operating Officer of current problems and developments that may affect Care and Share activities short and long term.
- Oversees physical inventory in partnership with Inventory Controller twice yearly. Ensures accuracy, provides guidance and leadership to staff, makes inventory adjustments as needed, and provides timely reporting at conclusion of process.
- Maintains appropriate records required by Feeding America and AIB. Assigns other members of the distribution center staff as needed to maintain records as well.
- Provides cross training for distribution center associates in order to achieve the highest level of accuracy and efficiency.
- Manages inventory records, data entry, and adjustments as needed.
- Develops and maintains a constructive working relationship with food donors, member agencies, and all other community/governmental organizations that may have an interest or relationship with Care and Share.
- Attends required meetings, providing leadership and perspective, so as to ensure accomplishment of organizational goals and objectives.
- Work in coordination and partnership with the Pueblo Distribution Center Manager.
- Must abide to all food safety GMP rules/Serve Safe Mgr. Training.
- Any other duties as assigned.
Work experience requirements:

- Experience in distribution center operations
- Forward thinker
- Desire to run a high-performing distribution center that will achieve strategic plans and long-term organizational goals
- Highly-motivated
- Excellent follow through skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Collaborator, innovator, implementer
- Experience adapting to ever-changing circumstances
- Experience leading and motivating employees
- Valid Colorado driver's license
- Proven track record of safety compliance
- Strong computer skills

Reviewed by:

Date:

Employee Signature:

Date:

By signing, I confirm that I have read and reviewed my job duties and responsibilities and am in agreement that the description is an accurate representation of my job function.