



Position Announcement
Transportation Manager

Application Dates:

February 18, 2022 (open) Until Filled.

Resumes will be reviewed on rolling basis until position is filled.

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit www.foodbankonline.org, Facebook, or Twitter.

Position Overview: The Transportation Manager will oversee and guide transportation staff by assigning daily work duties to assure the successful delivery and pick up of six to nine routes per day along with food drive donations. This position is also responsible for the maintenance and repair of the fleet of vehicles and compliance with to all DOT, state and federal requirements. Ensures associated fleet documents are current and up to date (registration, insurance, licensing...).

Work Hours/Shift: Monday-Friday, 40 hours/week; some weekend and evening work required for meetings, special events, and out of town conferences as well as responding to issues, outside of normal

Duties and Responsibilities:

- Under the direction of the Director of Operations, responsible for all aspects of transportation, including but not limited to supervision of CDL drivers and volunteer drivers.
- Functions in an office and warehouse environment and requires travel within the service area, possibly the state and/or national travel.
- Leads transportation team effectively including assigning and monitoring daily work, cross-training employees and employee development.
- Plan and organize workload of team’s daily work to be completed in an efficient and timely manner.
- Review and sign off on driver logs
- Manages all maintenance including preventative maintenance checks, licensing and repairs of the fleet of vehicles, as well as ensures compliance with DOT, state and federal requirements.
- Managers training of all new drivers (employees and volunteers).
- Serve as liaison with other departments in the coordination of transportation activity.
- Ensure appropriate compliance with all federal, state and local regulations.
- Utilize of technology (Appian Logistics Software, Ceres, Microsoft Suite) within the department to maximize effectiveness and efficiency.
- Oversee safety and training programs for drivers.

- Provide adequate systems of quality assurance to ensure a high level of internal and external customer satisfaction.
- Seek continuous improvement through monitoring results, analyzing trends and recommending improvements.
- Communicate effectively and interact with coworkers, managers and customers/clients.
- Serves on Foodbank Safety Committee.
- Demonstrate a commitment to the mission and values of the Foodbank.
- Understand all Foodbank food safety policies and compliance with food safety related procedures.
- Other duties as assigned.

Supervisory Responsibilities:

- Directly supervises a team of 9-10 CDL Drivers.
- Assigns work, coaches, develops, conducts performance appraisals, rewarding and disciplining employees; addressing complaints and resolving issues.

Educational Achievement:

- **Minimum: Associate Degree in related field, or equivalent combination of education and experience.**

Work Experience:

- Required:
 - Minimum 5 years in transportation or receiving.
 - 3 years' experience with Appian or other transportation management system.
 - 3 years' experience with CEREs or other foodbank or equivalent software platform.
 - 2 years required; 3 years preferred in a supervisor role.
 - Daily dispatching and routing experience.
 - Experience with vehicle/commercial truck use and maintenance.
 - Food Handler's/Manager's Certificate (can be obtained after hire).
- Preferred:
 - CDL licensed driver, Class B or A.
 - Forklift certification.
 - 5 years transportation or receiving experience in a food industry setting.

Note: Experience refers to paid and unpaid experience including volunteer work (e.g., professional, philanthropic, religious, spiritual, community, student, social).

Required Skills, Abilities & Certifications/Licenses:

- Ability to read and interpret documents such as safety rules, operating and, procedure manuals, contracts, and applicable documents in transportation and operations.
- Previous experience training, reviewing and developing staff.
- Ability to facilitate driver training and safety programs.
- Proficiency in routing software, databases and Microsoft Excel.
- Extremely detail oriented.
- Ability to maintain all paperwork and records assigned to this position.
- Ability to perform duties in accordance with the Foodbank's Illness and Injury Prevention Program.
- Valid Virginia Class-A or B driver's license and clean driving record.

Preferred Skills, Abilities & Certifications/Licenses:

- Food Safety Manager's Certificate.

Physical Demands: While performing duties of this job, the employee is regularly required to when working in office or warehouse environment.

This job requires that weight be lifted, or force be exerted up to 30 pounds when handling donations, documents and files.

- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Regularly required to talk or hear when communicating with employees and clients.
- Use hands and fingers to handle, or feel
- Reach with hands and arms
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

Job Type: Full-time.

Pay: Starting at \$52,417; salary may be higher based on education and experience beyond minimum requirements, industry certifications and licenses.

Benefits: Health, Paid Time Off, 12 Paid Holidays, 401K, Employee Development, Scholarship Program.

To Apply: Submit an online application at <https://foodbankonline.org/about-us/careers/>.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at orfrecruiting@foodbankonline.org.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.