



Position Announcement:
Transportation Manager

April 10, 2024 **(open) until filled**

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

About Us:

For more than 40 years, the Foodbank of Southeastern Virginia and the Eastern Shore has provided more than 380 million meals to those in our community who face hunger. Through our programs, facilities, and large network of community partners, we work to eliminate hunger daily. Our understanding of the need for a long-term solution has led to the creation of a refreshed strategic plan aimed at moving Hampton Roads closer to achieving the mission of eliminating hunger for those we serve—not only for the day, or for the week, but for a lifetime. For up-to-date information, visit foodbankonline.org or follow us on social media.

Position Overview:

The Foodbank of Southeastern Virginia and the Eastern Shore is seeking a dedicated and detail-oriented individual to join our team as our Transportation Manager. The candidate that accepts this position 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 all DOT, state and federal requirements. Ensures associated fleet documents are current and up to date (registration, insurance, licensing, etc.).

Duties and Responsibilities:

- Under the direction of the Chief Operations Officer, 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 the workload of the 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.
- Manages 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.

Working Hours:

- Full-time, exempt
- Monday-Friday, days
- Some evening and weekend work is required.

Required Skills and 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, religions, spiritual, community, student, social).

Compensation:

- Starting at \$55,000

Featured Benefits:

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| • Medical insurance | • 11 paid holidays |
| • Vision insurance | • One-week paid office closure |
| • Dental insurance | • 401(k) |
| • Generous paid time off | • Employee development |

How to Apply:

Complete the application at [Career Opportunities](#) or email a resume and cover letter to orfrecruiting@foodbankonline.org with the subject: *Transportation Manager*

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If 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.