

WAREHOUSE SUPERVISOR

Tri-State Food Bank, Inc.

Classification: Exempt, full-time salaried position
Department: Warehouse
Reports to: Operations Director
Hours: 40 hours/week, M-F, 7:45am to 4:30pm
Compensation: Starting salary: \$47,000/year

Tri-State Food Bank offers a superior benefits package which includes health/dental/vision insurance, life insurance, \$2,000 per year IRA contribution, 17 paid holidays, and PTO. Tri-State Food Bank pays 90% of employee's individual health insurance premium. There is no waiting period for medical, dental, vision, life insurance and holiday pay. There is a 180- day waiting period for IRA contribution.

SUMMARY

The Warehouse Supervisor is responsible for overseeing daily warehouse operations. The Warehouse Supervisor, in consultation with the Operations Manager, will ensure compliance with the Board of Health, AIB, and Feeding America requirements for good warehouse operations.

DUTIES AND RESPONSIBILITIES

- Oversee warehouse team and conduct appropriate training (including fork truck certification) and evaluations.
- Assist in the interview process of new hires.
- Coordinate storage, inventory, and delivery of USDA commodities. Assure distribution of items in compliance with USDA policies. Breakdown will be provided by the TEFAP Coordinator. Assure warehouse staff pulls and drivers deliver USDA orders accurately and timely.
- Assist warehouse team in pulling outgoing orders when needed.
- Assist with scheduling incoming freight/food and manage the receiving docks with all incoming and outgoing product completing proper paperwork.
- Assist in the recording of donations and food purchases in the software program. Perform warehouse and grounds inspections to ensure proper cleanliness and maintenance meet or exceed the standards of the Indiana Department of Health and Feeding America.
- Ensure completion of all vital records such as temperature logs, warehouse inspections, equipment inspections, truck maintenance and OSHA logs daily and weekly.
- Inventory warehouse supplies and ensure timely ordering of supplies with the Operations Manager.
- Coordinate completion and submission of new inventory for product receipting and data entry.
- Assist Inventory Control Manager with cycle counts and year-end inventory counts.
- Provide supervision of salvage and repack according to health codes.
- Maintain proper organization of warehouse to ensure efficiency in daily operations.
- Responsible for ensuring the proper opening and securing of warehouses each day.
- Assist in unloading trucks and food sorting as necessary.
- Maintain proficiency in salvage guidelines and practice good warehousing as outlined in the Feeding America manual.
- Ensure good working order of all warehouse equipment and keep records of service and damage reports.
- Operate forklifts, electric pallet jacks, and other warehouse equipment.
- Assist in supervision of volunteers assigned to the volunteer center.

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- Commit to the mission and goals of Tri-State Food Bank.
- Ability to travel throughout TSFB's service area as needed
- Ability to work outside regular business hours for special events.
- Perform other relevant duties as assigned.

SKILLS AND OTHER REQUIREMENTS

- Educational requirements may include a high school diploma or college degree
- Strong basic math skills required
- Proficiency in food safety and handling preferred
- 5+ years supervisory or management experience preferred
- Planning skills
- Organizational skills
- Ability to lift 50 pounds
- Ability to operate forklifts, electric pallet jacks, and other warehouse equipment
- Be of good character, good work ethics, and a self-starter
- Ability to work as part of a team
- Ability to work with staff and a variety of volunteers
- A valid driver's license is required; a for-hire endorsement is preferred
- Must carry insurance on personal vehicles and be insurable by TSFB's insurance company
- Must be bondable
- Must have or receive forklift certification within 60 days from date of employment
- Must be willing to undergo background check, random drug screening tests, and physical examinations

To apply: Send a cover letter and resume or TSFB employment application to Warehouse Supervisor Search; Attn. Keith Lehman, Operations Manager; 2504 Lynch Road, Evansville, IN 47711. An employment application is available online at www.tristatefoodbank.org

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Printed Name

Signature

Date

09.01.2026