

## Director of Operations

Tri-State Food Bank, Inc.

Classification: Full-time, exempt  
Department: Operations  
Reports to: Executive Director  
Compensation: \$60,000 annual salary

*Tri-State Food Bank offers a superior benefits package which includes health/dental/vision insurance, life insurance, \$2,000 per year IRA contribution, 13 paid holidays, and generous PTO. Tri-State Food Bank pays 90% of employee's individual health insurance premium. There is a 90-day waiting period for medical, dental, vision, life insurance and holiday pay; and a 180 day waiting period for IRA contribution and PTO.*

### Job Summary

The Director of Operations is responsible for managing the food bank's operations in the general areas of warehouse and facilities, warehouse staff & drivers, delivery schedules, vehicle maintenance, inventory oversight, food sourcing and food drives, shipping and receiving logistics, compliance with AIB, Feeding America, USDA, OSHA and other relevant standards.

### DUTIES and RESPONSIBILITIES

#### Warehouse Management

- Oversee all aspects of warehouse operations.
- Oversee the delivery schedule.
- Ensure employees are properly trained to perform their functions and operate equipment.
- Work with the Inventory Manager to control inventory, receipts and distribution of product.

#### Building, Grounds, Vehicles, Equipment, and Safety

- Ensure maintenance is done on warehouse and equipment as required.
- Ensure the warehouse and outside grounds are kept clean and organized.
- Negotiate contracts for pest control, trash removal, lawn care, cleaning services, etc.
- Ensure warehouse activities are conducted in accordance with proper OSHA safety rules and practices.
- Be responsible for all truck inspections, ensuring DOT requirements are fulfilled.
- Negotiate and manage contracts for truck service, maintenance, and fuel.
- Manage GPS software for vehicles.
- Maintain inventory of office, warehouse and vehicle keys.

#### Compliance and documentation

- Update and develop the Quality Assurance Manual and ensure all practices (are conducted in accordance with AIB, State, Federal and Feeding America (national) health guidelines and ensure proper documentation is maintained for all food safety programs.
- Ensure other Tri-State Food Bank operations and practices are in compliance with governmental regulations, OSHA, Feeding America and other relevant agencies.
- Serve as the point of contact for all inspections.

### Supervisory Duties

The Director of Operations will oversee general day-to-day operations of TSFB warehouse; facilities; the receiving, storage and distribution of food. The OD will, conduct performance evaluations for direct reports, and ensure evaluations are being conducted for non-direct reports. Direct Reports include the Warehouse Supervisor, Food Sourcing Manager, Inventory Manager, and Vienna Facility Manager.

### Other Duties/Responsibilities

Other duties and responsibilities include: Other duties may be assigned by the Executive Director.

- Represent TSFB at emergency planning committees (e.g. Local Emergency Planning Committee [LEPC] and the Southwest Indiana Community Organization Active in Disasters [SWICOAD]), and other community organizations as assigned by the Executive Director.
- Support the organization's special food and fundraising events in conjunction with the Development Department.
- Be adequately cross-trained to fill in for the Operations Department staff when necessary.
- Develop, maintain, and administer Operations Department training plans.
- Provide reports as requested for TSFB Board of Directors.

### Qualifications

The ideal candidate will:

- Have a deep commitment to the mission of Tri-State Food Bank to end hunger in our community.
- Hold a Bachelor degree and have at least five (5) years of experience in a management role.
- Be proficient in using TSFB's inventory management software and using Microsoft Office Suite.
- Have the ability to work with a diverse staff and a variety of volunteers.
- Be able to manage multiple tasks and projects simultaneously.
- Have exemplary written, oral, and presentation skills.
- Have forklift certification and electric pallet jack experience.
- Be a team player.
- Be a leader.

To apply, mail cover letter and resume to:

TSFB Operations Director Search  
ATTN Glenn Roberts, Executive Director  
2504 Lynch Road, Evansville, IN 47711