



## Job Description

**Job Title:** Distribution Operations Manager  
**Classification:** Full-Time, Exempt  
**Department:** Operations  
**Reports to:** VP of Operations  
**Location:** Meridian, ID  
**Apply:** <https://idahofoodbank.org/about/employment/>

### Job Summary:

Oversee the operations of the Meridian warehouse at The Idaho Foodbank, including receiving, distribution, and inventory management. Ensure efficient use of the CERES system (ERP and handheld scanners) across the warehouse. Manage personnel scheduling, material handling equipment, fleet operations, product handling, and process execution. Act as the primary supervisor for the Warehouse Supervisor and drivers, guiding day-to-day activities. Responsible for coordinating maintenance for equipment, fleet, and facilities within budgetary guidelines. Ensure compliance with AIB standards and food safety regulations. Maintain a strong focus on customer service in daily interactions with staff, Partner Agencies, volunteers, and the community.

### Principle Duties and Responsibilities:

- Work with team members in a cooperative and supportive way, providing assistance and fill-in coverage for other positions when needed.
- Responsible for inventory control and management utilizing CERES, including day-to-day order processing, accurate receiving of products, branch transfers, timely cycle counts, correction of discrepancies, and quarterly full inventory counts with less than a 2% weight variance.
- Verify food safety standards are met for products and packaging materials through visual inspection, product handling, and temperature monitoring according to AIB guidelines.
- Ensure all required compliance documentation for occupational safety, food safety, and regulatory requirements is complete, accurate, and current.
- Maintain a clean and sanitary warehouse; oversee cleaning schedule and records.
- Schedule inbound and outbound trucks and coordinate local logistics for donations, food drives, and agency deliveries.
- Maintain the Partner Agency pickup and delivery schedule; communicate changes clearly to the regional Partner Agency Coordinator.
- Serve as a backup for the Warehouse Supervisor and drivers as needed.
- Ensure complete and accurate documentation for shipping, receiving, unloading, and storing products per IFB policies.
- Schedule and manage vendor relationships for maintenance and repairs of the facility, fleet vehicles, and material handling equipment within budget.
- Assist in loading/unloading of IFB fleet and third-party carrier vehicles; safely lift items up to 50 pounds.
- Maintain professional rapport with donors and their teams to foster continued support.
- Promote and enforce safe work practices; report safety incidents or accidents per IFB policy.
- Assist in annual preparation of the Meridian warehouse and fleet budgets.
- Support warehouse team in accessing professional development and team-building activities.
- Conduct thorough performance reviews for the warehouse team.
- Coordinate with the regional Volunteer Coordinator to ensure sufficient weekly project assignments.
- Perform other duties as assigned by the Vice President of Operations.

**Knowledge, Skills and Abilities Required:**

- High school diploma required.
- Minimum 3 years of warehouse supervisory or leadership experience required.
- Class B CDL license or ability to obtain within 6 months of hire (automatic and standard transmission).
- Truck scheduling experience preferred.
- Knowledge of Southwest Idaho region preferred.
- Proficient in Microsoft Office products.
- Experience in data collection and analysis, with strong problem-solving skills.
- Must obtain ServSafe certification within 60 days; commit to maintaining food safety standards.
- Ability to safely demonstrate and operate standard warehouse equipment.
- Strong commitment to record keeping, customer service, and operational efficiency.
- Strong organizational skills and ability to manage multiple tasks.
- Ability to work professionally with all staff, donors, vendors, and Partner Agencies
- Ability to work independently and follow or develop standard operating procedures.
- Flexible schedule to meet IFB and community needs.
- Ability to lead and support volunteer workgroups in a safe and engaging environment.
- Must wear approved PPE (including safety shoes) as required.

**Work Environment and Physical Requirements**

Work is primarily performed in a warehouse setting with frequent lifting up to 50 pounds and occasional lifting over 50 pounds. Must function in extreme temperatures (-10°F to 38°F). Requires frequent bending, lifting, twisting, walking, sitting, and reaching at various heights in confined spaces. May work outside normal hours, in varying weather conditions, and occasionally drive a company vehicle.

**Food Safety:**

- Commit to upholding policies, principles and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.

**Employment Requirement**

- Negative Drug Screen
- Successful Background Clearance

**Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Organizational Culture**

At The Idaho Foodbank, we live our core values of **Belonging, Commitment, and Collaboration**. We're driven by our mission to nourish, educate, and advocate for food-secure communities. We believe every team member plays a vital, daily role in our mission.

**Equal Opportunity Employer**

The Idaho Foodbank is an Equal Opportunity Employer committed to fostering a welcoming and supportive workplace. We strive to create an environment where all employees and those we serve feel valued, respected, and empowered to reach their full potential. Our hiring and workplace practices are rooted in merit, fairness, and belonging.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity, or any other factor protected by applicable federal, state, or local laws.