



**POSITION:** Logistics Manager

**JOB DESCRIPTION:**

The Logistics Manager will supervise crewmembers and kitchen associates providing direction, coordination, and consultation for all facility functions. This position is based in Meals on Wheels' Distribution Facility.

**JOB DUTIES & RESPONSIBILITIES:**

- Assist Logistics staff and kitchen operations which includes equipment purchases, maintenance, and daily food delivery.
- Participate in training and staff development, as related to the position.
- Maintain a driving schedule each month.
- Keep company vehicles and equipment in good working order. Properly stock vehicles with necessary supplies.
- Establish scheduling for clients and maintain routes to keep size and time fairly even in client data base.
- Prepare daily meal order through data base and produce the necessary reports for meal prep.
- Place orders with food provider on a regular basis.
- Confirm weekly delivery matches order placed with food provider.
- Preplan meal prep needs and delivery schedules for all holidays.
- Coordinate monthly delivery of pet food.
- Recognize the inherent dignity of each client/participant served and preserve his/her right to confidentiality and respect.
- Abide by the policies and procedures of Meals on Wheels North Central Texas Board of Trustees as implemented by the Executive Director.
- As needed, fill in as Logistics relief for home delivered meal service: driving and delivering meals, packing side food items, washing fleet vehicle, and receiving/storing weekly food deliveries. Approximate time estimate: 15-20%
- Participate on assigned team of facility cleaning.
- And other duties when needs arise.

**QUALIFICATIONS:**

- High School Diploma, Bachelor degree preferred
- Food Protection Manager course will be required within the first two months of employment
- Two to three years of experience in food handling, safety, and delivery is preferred
- Proficient in Microsoft Office (Word, Excel and Outlook)
- Organization, record keeping and planning skills
- Prior experience and/or willingness and ability to learn necessary software including ServTracker
- Strong communication skills (written and verbal)
- Self-starter with the ability to work independently and in a team environment with minimal supervision, assisting and calling on team members when necessary
- Excellent organizational skills with the ability to plan and organize multiple tasks, handle detailed work and meet deadlines
- Comfortable working with and addressing culturally and ethnically diverse staff, volunteers, senior adults and community groups

**PHYSICAL & COGNITIVE DEMANDS**

This position is generally set in a comfortable office environment, however, it may occasionally require outside of office work. It requires seeing, hearing, sitting and walking on a daily basis. It may require bending and lifting 25 pounds on an infrequent basis. Client/volunteer field work may occur during or after business hours and it requires talking, writing, driving in inclement weather, walking on uneven surfaces and standing for upwards of 30 minutes straight, depending on the situation.