



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
- Three to Five years of management experience required.
- Two to three years of fleet management required
- 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