



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Logistics Specialist

About Second Harvest Food Bank

Looking for mission-driven work? Do you want to start each day knowing you are going to put nutritious food in front of hungry people? Do you want to go home each day knowing you've made a difference for families, seniors and those in need?

As one of the largest food banks in the nation, providing food to an average of more than one quarter of a million people each month, SHFB mobilizes individuals, companies, and community partners to connect one out of 10 local residents to the food they need. With a strong commitment to nutrition, SHFB distributes more fresh produce than any other food bank in the United States.

SHFB is a \$120 million revenue generating organization (including value of donated food) with a \$39 million cash budget for this year. A highly efficient operation, with over \$.95 of every \$1 going to programs that feed hungry people, SHFB is consistently recognized as a charity of choice and in 2012 OpportunityKnocks.org ranked SHFB as the top nonprofit to work for in the country.

Reports To:	Transportation Manager
Location:	Cypress Distribution Center, 4001 North 1 st Street, San Jose CA 95134
Hours:	Full-time (40 hours/week), Monday through Friday from 6:30 a.m – 3:30 p.m. with a one hour lunch
Compensation:	Non-Exempt Level (hourly rate commensurate with experience). Excellent medical benefits, FTO, paid holidays and retirement plan

Purpose of the Position

In this role, you will assist in communication and coordination of the day to day operations that pertain to the pick-up and delivery of purchased and donated food for our clients.

Duties and Responsibilities

- Performing physical counts/verifications of amounts of material or items received on Purchase/Donations orders
- Utilizing computer programs to ensure all files and records are maintained properly and accurately
- Assist Transportation staff with all aspects of transportation, including but not limited to annual and on-going budgets, equipment acquisition, maintenance and necessary reports, etc.
- Assist Transportation Manager with communication to all Delivery Programs for SHFB
- Continuous improvement through monitoring results and recommending improvements
- Assist in developing and execute procurement processes related to outsourcing trucking
- Liaison with other departments in the coordination of all transportation activity
- Assist Director of Operations/Transportation Manager with the design and oversight of the safety and training programs for all distribution drivers, both permanent and temporary employees
- Assist with overseeing the utilization of technology (GPS system) within the department to maximize effectiveness and efficiency with Transportation Manager
- Provide adequate systems of quality assurance to ensure a high level of internal and external customer satisfaction

CURTNER CENTER
750 Curtner Avenue
San Jose, CA 95125
T 408-266-8866
F 408-266-9042

CYPRESS CENTER
4001 North First Street
San Jose, CA 95134
T 408-266-8866
F 408-266-9042

BING CENTER
1051 Bing Street
San Carlos, CA 94070
T 650-610-0800
F 650-610-0808

- Demonstrate a commitment to the mission and values of SHFB
- Understand all SHFB food safety policies and comply with all food safety related procedures
- Other duties as assigned

Qualifications

- College degree or equivalent experience
- 3-4 years in transportation or receiving, preferably in a food industry setting
- Computer literacy
- Excellent customer service skills
- Excellent verbal and written communication skills
- Ability to effectively communicate and interact with coworkers, managers and customers/clients
- Ability to function in an office and warehouse environment and travel within service area
- Experience working with third-party logistics companies preferred
- 1-2 years' experience with transportation software/GPS preferred

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EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY

Note: This job announcement is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive; the job may require other essential and/or non-essential functions, tasks, duties or responsibilities not listed herein. Management reserves the sole right to add, modify or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job announcement is intended to create a contract of employment of any type. Employment is “at will” and may be terminated at any time by the employer or employer with or without cause or notice.