



Job Title: Logistics & Distribution Director (Warehouse Manager)

Reports to: Executive Director

Hours: Monday – Friday with some nights and weekends

Compensation: Full-time - exempt. 100% health, vision and dental insurance, IRA, FSA, life insurance, 3 weeks paid time off, paid holidays, health and wellness reimbursement, professional development allotment. \$50,000 - \$55,000 per year.

Application Process: No calls or visits. Applications will be accepted until the position is filled. Email cover letter & resume to director@nourishnc.org

NourishNC (NNC) values a diverse workplace and strongly encourages women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. NNC is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state, or federal laws.

JOB PURPOSE The NourishNC Logistics and Distribution Director is a full-time position that oversees the volunteers, systems, and processes needed to efficiently purchase, receive, and distribute goods and services to food-insecure children in New Hanover County. The ideal candidate is outgoing, highly organized, and thrives on being hands-on. This role is perfect for someone passionate about making a direct impact on child hunger while driving operational excellence.

DUTIES AND RESPONSIBILITIES

- Efficiently and accurately manage all processes, systems, and databases related to warehouse inventory, purchasing, and receiving with an emphasis on waste reduction, cost-effectiveness, and menu diversity. Make strategic purchasing projections based on this information.
- Coordinate the procurement of all goods, services, materials, volunteers, and other items needed to successfully manage the NourishNC warehouse and programs.
- Recruit, train, and lead volunteers for effective and efficient program operations. Often speaks to and leads large groups of volunteers.
- Accurately track all program inputs/outputs in NourishNC's database.
- Responsible for the layout, organization, and neatness of the warehouse and inventory items, including proper food storage practices and food safety.
- Safeguard NNC operations, staff, volunteers, and warehouse contents by enforcing all security/safety procedures and relevant laws. This includes, but is not limited to all OSHA regulations, fire code, filing of accident/injury reports, volunteer waivers, fire extinguisher log, MSDS log, vehicle/equipment inspections, equipment repair, etc.
- Oversee building and grounds maintenance (with executive director).
- Adhere to all policies laid out in the employee manual.
- Perform all other duties deemed necessary by the executive director.

QUALIFICATIONS

Knowledge of:

- Proficient in Microsoft Excel, Word, and Outlook.
- Operation of a forklift and other assigned vehicles and equipment.
- Warehouse operations, procedures, equipment, and terminology.
- Proper methods of storing equipment, materials, and supplies.
- Health and safety regulations.
- Interpersonal skills using tact, patience, and courtesy.
- Commitment to diversity, equity, and inclusion and a demonstrated understanding of how issues such as race, ethnicity, color, national origin, socio-economic class, perception of disabilities, and/or other areas of implicit bias in the larger culture can shape, distort, and harm.

Ability to:

- Train, supervise, and evaluate volunteers and staff.
- Utilize space efficiently and effectively.
- Communicate effectively both orally and in writing.
- Operate warehouse vehicles, machines, and equipment.
- Lift, move, sort, and store objects.
- Plan and schedule work.
- Maintain accurate records.
- Operate warehouse-related software.
- Observe health and safety regulations.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Physical Demands:

- Work is performed while standing, sitting, and/or walking.
- Requires the ability to communicate effectively using speech, vision, and hearing.
- Requires bending, squatting, crawling, climbing, and reaching.
- Requires the ability to lift, carry, push, or pull medium weights, up to 80 pounds.
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust.

EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. 2-year degree preferred.
- Proven warehouse experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid North Carolina driver's license.
- Forklift certification or the ability to get certified immediately (NNC will pay for certification).
- Pass a criminal background check (NNC may make exceptions).