

**POSITION TITLE: Transportation Supervisor**  
**DEPARTMENT: Operations and Supply-Chain**  
**REPORTS TO: Supply-Chain Manager**

**DATE: November 2023**  
**FLSA STATUS: Exempt**

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Finding a great place to contribute your talent is a challenge so we thought we would share a bit about the Redwood Empire Food Bank, and why we choose to work here.

Every day, a group of talented, passionate, kind, hard-working people come together with one goal in mind – to improve our community. Specifically, we want to be sure that people in need of food receive help. We're working to End Hunger in Our Community. The challenge before us is enormous. We provide food to over 100,000 people throughout the year. We consider our efforts to be noble, and the fight just. We have a strong set of Core Values developed by and for our team: Show Up Together, Bring the Joy, Nurture Each Other, and Seek Excellence to support our mission. None of this would be possible without our employees, they are the heart and soul of our organization.

### **JOB SUMMARY**

The Transportation Supervisor directs, manages and coordinates personnel and activities within the Transportation Team. This position manages and develops processes specifically related to transportation logistics, while keeping in mind the other adjacent departments, such warehouse logistics, inventory management, programs, facilities, physical distribution and network optimization. The role of the Transportation Supervisor is absolutely critical in guaranteeing the seamless and dependable execution of our Transportation Schedule. This position is part of the Operations and Supply Chain leadership team. You provide leadership and direction for the purposes of maintaining and evolving the transportation functions, including the safe operation of powered and manual equipment. The Redwood Empire Food Bank is proud to have a safety culture, and you participate and contribute to this relating to the warehouse environment and general building safety.

### **SUPERVISION**

This role has direct supervision of the food bank Class A and volunteer drivers, which currently consists of 9 drivers.

### **MAJOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. To perform this job successfully, an individual must have regular and reliable attendance and be able to perform each essential function from the list below satisfactorily, with or without accommodation.

Supervise all aspects of the operations logistics network, including:

- Supervise, train and evaluate assigned staff through the Redwood Empire Food Bank performance management processes.
- Work with the Supply Chain Manager to assess hiring and termination of staff and identify ongoing staffing needs.

- Create employee schedules and enforce start times, rest and meal breaks, including weekend and OT as needed.
- Maintains and manages all cleaning and safety protocols as outlined by the Redwood Empire Food Bank, which follow CalOSHA and Feeding America Food Safety guidelines.
- Maintain strict adherence to safety regulations and company policies. Monitor driver behavior and vehicle maintenance to promote a safe and compliant transportation operation.
- Responsible for the creation and maintenance of the Transportation Schedule, including assignment of routes and start times.
- Collaboration with the Warehouse Supervisor regarding loading assignments.
- Collaboration with Programs Supervisor with oversight from the Supply-Chain Manager to review and approve all distribution change requests.
- Manage transportation budgets and expenses. Identify cost-saving opportunities and implement strategies to reduce transportation costs without compromising quality or service.
- Accurately maintain logs such as the truck cleaning log and truck temperature log.
- Work with the Supply Chain Manager to develop team member's performance evaluation, training and corrective action plans.
- Identify areas for process improvement and implement best practices to enhance transportation efficiency and reliability.
- Ensuring all Drivers/operators have proper license and up-to-date training on DVIR and GPS apps
- Performance supervision through continuous monitoring and optimizing the logistics network.
- Establishes and maintains logistics business controls, metrics and processes.
- Ensures all organizational policies and safety procedure training is completed based on the work the employee performs.
- Responsible for the repair and maintenance of logistics material handling equipment.
- Maintain equipment records in accordance with federal, state and local laws, policy.
- In the event of a disaster all Redwood Empire Food Bank staff are expected to be available for work once they have secured the safety of their homes and families.
- Adhere to Operations and Supply-Chain procedures, and regulatory-compliance.
- Operate forklifts and pallet jacks with the utmost safety.
- Rectify problems such as damages, shortages and quality non-conformance.
- Document and escalate customer service issues, order, receiving, inventory, and shipping errors.
- Develop constructive and cooperative working relationships.
- Maintain AIB and Feeding America standards.

## **REQUIRED SKILLS AND ABILITIES**

- Execute work in a manual paperwork environment today, but ability to move into an automated environment using bar code technology.
- Ability to understand and communicate processes and procedures.
- Accurate data entry and transaction experience.
- Ability to be proactive, take initiative and to work collaboratively.
- Deadline and detail oriented.
- Ability to work with staff, customers and volunteers from diverse backgrounds.
- Principles and practices of safety programs.
- Basic budgeting principles.
- Principles and practices of fleet management.
- Principles and practices of safety management.
- Ability to prioritize tasks and delegate when appropriate
- Proficient with Google Workspace, Microsoft Office Products, etc.

## **EDUCATION AND EXPERIENCE**

- Minimum of two years of related experience.
- Must have a high school diploma or equivalency.
- Bachelors or associates degree preferred.
- Current Class A license preferred.

## **WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment consists of a busy office setting but requires the employee to occasionally enter the warehouse where the work environment is loud due to equipment and machines. The warehouse temperature will vary from hot to cold depending on the time of year.

Employees will need to have the ability to work under deadlines that may require overtime and weekend work on a periodic, but infrequent, basis.

Reasonable accommodation will be provided to enable qualified individuals with disabilities to perform the essential functions of the position so long as it does not cause undue hardship to the Redwood Empire Food Bank.

- Ability to lift 50 pounds.
- Standing for 3 – 4 hours at a time.
- The data entry function requires that a staff member sit or stand at a computer for several hours at a time entering or manipulating data.
- Ability to work in varying weather conditions (rain, cold, heat, etc.).
- While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle, feel, grasp, and type.
- Frequently required to reach with hands and arms above and below shoulder level.
- Occasionally required to sit, crouch, and bend down at the waist.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Occasional travel by vehicle and/or airplane may be required.
- The noise level in the work environment is usually moderate and may occasionally require the use of hearing protection equipment.

During a disaster, you and the safety of your family is the first priority. As an essential service provider and, at times, a first responder, you are asked to report to work as requested, or, at a minimum, to communicate your inability to report to work to your manager. Depending upon the nature of the emergency, regular staffing responsibilities may change.

## **POSITION DESCRIPTION ACKNOWLEDGEMENT**

### **I acknowledge that:**

- I have received a copy of this job description and I have read it.
- I have been given the opportunity to ask questions about the job description and agree that I will ask questions in the future if I need additional information or clarification.
- I have read the physical requirements for the position and confirm that I can perform all duties fully and safely with or without reasonable accommodation.

- If I need an accommodation to perform the duties fully and safely, I have shared my work restrictions with management and understand that I must provide a doctor's note supporting them (if I have not already done so).
- I will work with management should the need for a reasonable accommodation arise in the future.

I understand that:

- This job description does not represent an employment contract and my employment relationship with the Redwood Empire Food Bank is at-will.
- This position description is subject to change and other functions may be assigned/reassigned at management's discretion at any time.
- I understand that I am expected to adhere to all company policies.

It is my responsibility to:

- Read the job description.
- Ask questions if I need additional information or clarification regarding items covered in this job description.
- Work with management should the need for a reasonable accommodation present itself.

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Employee Name (printed)

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Signature

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Date