



JOB POSTING
DIRECTOR OF OPERATIONS
Full - time
Charleston, SC

Be a part of a team that is mission driven to fight hunger in our community. Last year, Lowcountry Food Bank distributed millions of pounds of food to food-insecure children, seniors, and adults. To learn more about our mission, please visit www.lowcountryfoodbank.org.

The **Director of Operations** is responsible for overseeing all warehouse operations, including traffic flow and scheduling systems, shipping and receiving, loading dock activity, delivery and transportation, food storage, the food reclamation process, shopping floor, and opening and closing procedures.

The Director of Operations will manage the warehouse staff; create monthly warehouse schedules to ensure daily coverage; implement and maintain standards of performance for receiving and handling of delivery orders, picking orders, and shipping product. The Director of Operations is responsible for maintaining a structured receipting and distribution process along with providing excellent customer service to food pantry partners (agencies) and food donors; developing and implementing a strategy for improving key performance indicators including but not limited to damages, incident rates, overtime, pick rates, and accuracy. It is the responsibility of the Director of Operations to ensure inventory is distributed in a safe and efficient manner to identified distribution partners; establish and maintain workflow processes as necessary to meet poundage delivery goals as well as performance standards. The successful candidate will collaborate with the COO and Director of Compliance to ensure OSHA, Fire Department, USDA, DOT, Feeding America and AIB compliance requirements are met as well as all Federal, State and Local codes; and serve as a member of the safety team.

The ideal candidate will possess a Bachelor's degree and/or equivalent work experience in management or business administration. In addition, a minimum of five years management experience in warehousing or distribution is required. Strong leadership skills to include strategic management, managing conflict, mentoring, etc. are required. The candidate must have excellent verbal communication skills and the ability to communicate effectively with people of diverse backgrounds; have the ability to effectively analyze and resolve routine and complex problems; and the sincere commitment to work collaboratively with all groups, including staff, volunteers, donors, agencies, vendors and partners.

Lowcountry Food Bank offers a comprehensive benefits package including medical, vision, dental and life insurance, annual paid leave, holiday pay, plus 401(k) matching up to 5% at one year.

Email resume to: humanresources@lcfbank.org

Closing date: July 9, 2021

EQUAL OPPORTUNITY EMPLOYER/M/F/D/V