



MINNESOTA'S FREE FOOD BANK

# Job Opening

<b>POSITION:</b>	<u>Transportation Manager</u>
<b>CLASSIFICATION:</b>	<u>Full-Time, Regular, Salaried, Exempt</u>
<b>LOCATION:</b>	<u>8501 54th Avenue North New Hope, MN 55428</u>
<b>CLOSING DATE:</b>	<u>February 25, 2012</u>

## AGENCY SUMMARY:

Emergency Foodshelf Network, founded in 1976, is a full service foodbank providing quality, nutritious food and support services to over 230 hunger relief partners, including food shelves, on-site meal programs, and Fare For All sites, throughout the state.

## REQUIRED QUALIFICATIONS:

- Four year degree preferred or combined education and directly related experience.
- Fifteen years related transportation experience.
- Experience overseeing the day-to-day operation and coordination of a transportation department.
- General business experience in a supervisory capacity.
- Knowledge of transportation safety procedures, regulations and policies.
- Excellent project/staff management, coordination, and leadership skills.
- Ability to maintain a network of contacts and seek out potential community partners.
- Ability to identify challenges and opportunities for growth and to develop appropriate goals and action plans.
- Class B Driving License and current DOT Certificate
- Clean driving record and the ability to maintain a clean driving record.
- Excellent verbal and written communications skills.
- Computer proficiency.
- Must be able to lift a minimum of 50 pounds without assistance.
- Ability to operate a forklift and other warehouse equipment.
- Ability to work respectfully and communicate effectively with different cultures, groups, and languages.

## JOB RESPONSIBILITIES:

- Coordinate all shipping, inbound and outbound, for the organization.
- Schedule staff in area of responsibility and ensure adequate coverage.
- Maintain accurate and complete transportation reports and records.
- Ensure transportation staff and equipment adheres to all safety standards, guidelines, and policies.
- Ensure transportation vehicles/equipment is clean, works properly, and meets all guidelines.
- Install procedures to assist in the preservation of transportation equipment.
- Ensure drivers complete and forward all program related statistics.
- Provide recommendations for department needs and program improvements that improve efficiencies and cost-savings for the organization.
- Supervise transportation personnel; provide regular staff meetings, performance evaluations, goal setting, and professional development.
- Participate in the recruitment and retention of qualified staff.
- Train staff on proper usage of equipment and EFN's procedures and delivery of services goals.
- Provide transport of food purchases, donations and other items as needed.

**Apply Online:** <https://careers-macc.icims.com>

**Agency Website:** <http://www.emergencyfoodshelf.org>