

TRANSPORTATION MANAGER

COMPANY OVERVIEW

Feeding Tampa Bay food bank is a hunger relief organization who feeds the 700,000 hungry in West Central Florida. The Feeding Tampa Bay food bank is committed to building community awareness and creating an efficient food distribution network in a 10 county area.

SUMMARY

The Transportation Manager provides overall supervision in the transportation department ensuring customer satisfaction, fleet safety and Feeding Tampa Bay's adherence to all applicable laws and regulations pertaining to our transportation activities. The Transportation Manager is responsible for scheduling and coordinating the FTB fleet of trucks and equipment as well as the personnel responsible for operating and maintaining that equipment.

JOB OVERVIEW

Email: jcarpenter@feedingtampabay.org

Phone: No phone calls accepted

Employee Type: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the vehicles from acquisition until retirement
- Maintain fleet repair and maintenance process with contracted vendors.
- Supervise all transportation staff to include proper training, coaching and development.
- Ensure productivity standards are met. Hire, train and relieve staff as necessary.
- Ensure that all work done in the areas of responsibility is performed 'clean as you go' and that all vehicles are clean, safe and sanitary.
- Ensure that all vehicles are operating appropriately and that drivers are following safety processes. These processes include pre- and post-trip inspections, preventative maintenance and repair mitigation.
- Maintain an accurate list of all vehicles and equipment stored in trucks to include make, model and serial number.
- Maintain accurate files for drivers per DOT requirements.
- Oversee the pick-up and delivery of all product. This includes the development of routes and result in the timely and accurate pick-up and delivery of food from vendors and other partners as well as items dropped at and delivered to agencies.
- Answer telephone calls from food donors, network agencies and staff and schedule pickups and deliveries in response to requests.
- Coordinate fleet and personnel activities with/for other departments including agency relations and programs.
- Report to HR immediately and notify the Director of Operations all accidents and injuries of employees, volunteers, and visitors.
- Work collaboratively with other operations supervisory staff as well as other FTB staff, clients and donors.
- Prepare performance evaluations for all transportation staff.

EDUCATION and/or EXPERIENCE

Bachelor's degree preferred; Six years' related experience and/or training, or equivalent combination of education and experience in supervising, warehousing, transportation, shipping and receiving. May be required to work some weekends and/or adjust work schedule to meet deadlines. Forklift operator certification. Ability to operate a hand truck, pallet jack, forklift and other mechanized warehouse equipment. Preferred valid Class B Driver's license and good driving record.

Food Safety certification or have the ability to obtain such upon employment. Commitment to understanding and supporting FTB's mission. Ability to bend, stop, crouch, climb, stand, sit, walk and turn/pivot throughout an 8 hour shift, 5 days a week. Ongoing lifting/lowering, push, pull and carrying boxes/packages weight up to 50 lbs. for 8-hour shift. Work in an environment with variable temperatures, humidity, exposure to noise, dust/dirt. Ability to communicate with culturally diverse groups. Ability to handle multiple assignments simultaneously. Superior customer service skills and strong team player and peer relationships. Excellent communication, organizational, and interpersonal skills. Computer skills required: Word, Excel and Outlook.