

**JOB TITLE:** Warehouse and Facilities Manager  
**ORGANIZATION:** Loaves & Fishes of Northwest Oklahoma  
**REPORTS TO:** Executive Director  
**FLSA STATUS:** Non-exempt  
**UPDATED ON:** Feb. 18, 2025

**SUMMARY:**

Under supervision of the Executive Director, the Warehouse and Facilities Manager will be responsible for providing assistance in all areas of the operation of the food resource center/pantry, as assigned by the Executive Director. This includes handling all warehouse operations, managing volunteers and overseeing all maintenance, improvements and repairs to the building, garden, and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Create a safe, welcoming, and respectful atmosphere for clients and volunteers.
- Receive deliveries, record in-kind donations, assist with unloading pallets, verify orders, and sign shipping documents.
- Work as a team with staff and volunteers to ensure smooth movement of product from the warehouse area to the shopping area, cooler, and freezer.
- Maintain a clean warehouse, clear or trash, clutter and safety hazards.
- Oversee volunteers and/or volunteer teams working in the warehouse, including communicating and giving direction as needed.
- Ensure the shelves, cooler, and freezer are stocked for daily pantry operations and are re-stocked often during pantry hours.
- Drive L&F box truck for various pick-ups.
- Manage the warehouse operations and inventory according to standard food safety procedures and space utilization.
- Handle all repairs, maintenance, and improvements for the building, garden, and equipment.
- Assist with the retail pickup program; schedule and receive deliveries from donors.
- Monitor public areas for cleanliness and order as necessary to maintain a safe environment for all.
- Assist with ensuring an efficient flow of clients through the shopping area.
- Communicate openly and effectively with staff, volunteers, clients, donors, and external contractors/workers.
- Order appropriate amounts of food/product weekly and work within a set budget to maximize resources.
- Other responsibilities as assigned.

**OTHER KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Language Skills - Ability to effectively present information and respond to questions from volunteers, clients, donors, community organizations, and the general public.
- Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Reasoning Ability – Strong analytical skills required. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Organization Skills – Able to logically and reasonably organize and arrange large quantities of product. Must be able to keep warehouse neat, orderly and functional.
- Technical Ability – Proficient in MS Office applications and ability to learn new technological applications. Certified to operate a fork lift, or willing and able to become certified (training/certification will be offered).
- Personal Skills – Ability to take initiative and demonstrate leadership experience/skills. Familiarity with anti-hunger/anti-poverty initiatives. Ability to work and communicate with people of diverse backgrounds. Ability to work in a team and within broad coalitions. Must be a self-starter who is driven and capable of keeping track of multiple projects in a fast-paced environment. Must be highly organized with an ability to pay attention to detail; excellent interpersonal skills; ability to build relationships; strategic, creative, progressive thinker. Ability to communicate, learn, concentrate, think and work well with management, co-workers, and clients.

**ADDITIONAL JOB REQUIREMENTS:**

- Ability to operate forklift, pallet jack, and other warehouse equipment (training will be provided).
- Must hold a valid driver’s license, good driving record, and reliable transportation (some travel required).
- Clearance of background investigation and drug screen.
- Must be able to pass physical examination.

**REQUIRED PERSONAL CHARACTERISTICS:**

- Integrity, enthusiasm, perspective, flexibility, and a strong work ethic.
- A desire to be a part of an innovative nonprofit organization with the ability to prioritize, move quickly, and maintain strong follow-through in a dynamic environment.
- Superior oral communication skills; ability to understand and translate information for intended audiences with clarity, crispness, and elegance.
- A deep appreciation for, and an ability to articulate, the mission of Loaves & Fishes NW Oklahoma.
- The intellectual depth, maturity, wisdom, and collaborative skills to garner the trust and confidence of donors, volunteers, staff, and other constituents.
- Excellent interpersonal skills with a demonstrated ability to work well with people at all levels, and a strong commitment to teamwork.

**QUALIFICATIONS:** Must be at least 18 years of age. Retail, warehouse, volunteer, or community service experience preferred. Proficient in Word and Excel. Bilingual a plus but not required.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:** There will be extended periods of standing, walking and/or bending; listening, talking and/or visual concentration; writing and/or computer use. While performing the duties of this job, the employee is routinely exposed to outside weather conditions. The noise level in the work environment is moderate, but may be higher when operating equipment or tools.

Must be able to lift up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SCHEDULE:** 35 - 38 hours per week plus occasional events.

Mondays 8:00 – close of pantry*	8 hrs
Tuesdays 8:00 – close of pantry*	10 hrs
Wednesdays 8:00 – close of pantry*	8 hrs
Thursdays 8:00 – 3:00	7 hrs
<u>Fridays 8:00 – 1:00</u>	<u>5 hrs</u>
Total	38 hrs/wk

*\*Close of pantry includes clean up and building close down after posted hours. This time varies due to client load and organizational needs, but rarely exceeds 30 minutes after posted closing times.*

**COMPENSATION:** Anticipated pay rate of \$15.00 - \$17.00 per hour based on education and previous experience; may increase based on job performance.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.**

*This document does not create an employment contract, implied or otherwise, other than at “at will” relationship.*

**Please email resume and cover letter to [director@loavesandfishesnwok.org](mailto:director@loavesandfishesnwok.org).**