

Water Street Mission Job Description Distribution Logistics Director

Summary: Oversee sourcing, storage and distribution of all food and non-food inventory which flows through WSM's storage and warehouse facilities, communicating across the organization and with external stakeholders to ensure quality, efficiency, effectiveness and appropriate capacity.

FLSA: Full-time, salaried

The Distribution Logistics Director must be:

1. Willing to sign the Water Street Mission's (WSM) Statement of Faith
2. A current and active member and/or regular attendee of a local church
3. Able to fully support Water Street Mission's core values and ministry philosophy

Essential Functions:

- Oversee continual improvement in the quality, diversity and nutritional value of the food we receive, including regular interaction with individual and corporate gift-in-kind donors and partner organizations
- Oversee sourcing, inventory and distribution of centrally-purchased supplies
- Manage opportunities for non-food gift-in-kind donations
- Work with key internal stakeholders to maintain and improve protocols for managing gift-in-kind acquisition and truck schedules
- Work with Finance and Advancement to accurately track gifts-in-kind and anticipate strategic needs for community gift drives
- Communicate across WSM, including with key individuals in each department, to ensure a fully-coordinated flow of information and items
- Manage food and non-food warehouse and cold storage areas, including regular hands-on movement of goods alongside warehouse staff and volunteers
- Maintain and improve warehouse protocols for all staff, volunteers and guests, including movement and proper storage of goods, ongoing disposal of unneeded items, safety, training and warehouse access control
- Oversee proactive and timely use of warehouse volunteers where most needed
- Ensure our food acquisition, storage and distribution to kitchen, outreach and partner groups continue to meet ServSafe and other relevant standards
- Lead weekly team meetings, including a spiritual formation element
- Work with Vice President, Community Ministries (VPCM) to identify new ways to source and distribute goods, based on WSM's strategic partnership and development goals

Qualifications

This is a cross-functional role: the optimal candidate will either already have a high degree of knowledge, respect and relationship across WSM, or will have strong experience coordinating supply and logistics across another multi-departmental organization of similar or greater size.

High school degree

7+ years' experience in work which directly involves inventory flow and warehouse/facility; 3+ years directly supervising employees

Experience communicating across a multifaceted organization

Comprehensive knowledge of WSM a plus

Demonstrated communication skills

Demonstrated excellence in management

Experience running and improving sourcing, storage and distribution flow

Computer skills: Word, Excel, Outlook, database software
Administrative/technical skill running inventory database systems a plus
Has or able to obtain once hired: certification and safe operation of Powered Industrial Trucks, Material Handling Equipment, ServSafe Certification
Working knowledge of OSHA standards for warehouse a plus

Supervise: Warehouse Facilitator, Truck Driver, Central Supply Manager (matrixed with Facilities)

Supervised by: Vice President, Community Ministries (VPCM)

Other key relationships

Food Service Manager, Outreach Coordinator, Advancement Operations Manager, Business Ambassador, Volunteer Coordinator, Facilities Director, Controller
Designated liaisons from Mission Programs, Health Services, Teen Haven, Wonder Club

Anticipated Distribution of Work Flow

25% Hands-on: acquiring, managing and distributing inventory with your team
25% relating to stakeholders: key staff relationships, GIK donors, other partners
25% Office: Planning, sourcing, tracking, documenting, sharing
25% Management and Team: staff, volunteers, leading and participating on teams

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the essential functions of this job the employee is regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 35 pounds.

Christian Life: As an employee of Water Street Ministries, you are an important member of a Christian Missionary organization. All staff members are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, or counseling sessions. Because of the nature of these types of ministries it is an absolute necessity that you possess and maintain a testimony or lifestyle that is above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries, which are an important part of your job.