



Position Announcement Transportation Manager

About Second Harvest Food Bank

Founded in 1974, Second Harvest of Silicon Valley is one of the largest food banks in the nation and a trusted nonprofit leader in ending local hunger. The organization distributes nutritious groceries through a network of nearly 400 partners at drive-thru and walk-up sites across Santa Clara and San Mateo counties. Due to the prohibitively expensive cost of living in Silicon Valley, the economic downturn caused by the COVID-19 pandemic, and the rise in inflation, Second Harvest is now serving an average of about 500,000 people every month. Second Harvest also connects people to federal nutrition programs and other food resources, and advocates for anti-hunger policies on the local, state and national levels. To learn more about how Second Harvest is responding to the incredible amount of need in Silicon Valley, visit shfb.org.

About the Position

The Transportation Manager oversees all daily transportation activities for Second Harvest's four distribution centers and fleet of trucks. You will work with the Transportation Supervisor to assign daily work duties to manage the successful delivery of food to nearly 330 community partners at more than 700 sites monthly, the collection and receipt of food donations from 70 donors weekly. You will ensure drivers, who are frequently the community's only face-to-face interaction with Second Harvest, provide the highest levels of customer service, respect, and integrity in all their work.

You will utilize transportation management practices and software – including logistics, trailer capacity, and site constraints – to improve responsiveness to delivery requests and nimbleness with changes and exceptions as they arise. You will work with union shop stewards, lead drivers, Senior Manager of Operational Safety, Compliance and Transportation and the Director of Operations to maintain a safe and productive workplace for all employees as provided for in the Collective Bargaining Agreement. You will lead a team to include the Transportation Supervisor and routers.

This job might be for you if:

- You are passionate about ending hunger.
- It is important for you to play an important role in our mission making sure goods are delivered in a safe and efficient manner.
- You can handle multiple priorities and meet critical deadlines.

Responsibilities

- Responsible for all aspects of transportation, including but not limited to supervision of departmental staff, review, and sign-off on driver logs and time sheets, equipment maintenance and necessary performance reports, etc.
- Lead team effectively including assigning and monitoring daily work, cross-training employees and developing staff.
- Plan and organize workload of staff's daily work to be completed in an efficient and timely manner.
- Monitor departmental metrics and take appropriate action to mitigate substandard performance. Cause and Corrective Action required.
- Seek continuous improvement through monitoring results, analyzing trends, and recommending improvements.



Curtner Center
750 Curtner Avenue
San Jose, CA 95125
408-266-8866

Cypress Center
4001 North First Street
San Jose, CA 95134
408-266-8866

Bing Center
1051 Bing Street
San Carlos, CA 94070
650-610-0800



SECOND HARVEST
of SILICON VALLEY

Position Announcement Transportation Manager

- Ensure appropriate compliance with all federal, state, and local regulations.
- Assist Senior Manager with the design and oversight of the safety and training programs for all distribution drivers, both regular and temporary.
- Possess working knowledge and oversee the utilization of technology (GPS System and Appian Logistics Software and Samsara Systems) within the department to maximize effectiveness and efficiency.
- Provide adequate systems of quality assurance to ensure a high level of internal and external customer satisfaction.
- Able to effectively communicate and interact with coworkers, managers, and customers/clients.
- This position functions in an office and warehouse environment and requires travel within the service area and possibly some state and/or national travel.
- This position requires an understanding of food safety policies and compliance with all food safety related procedures.
- Possesses a strong understanding of Collective Bargaining Agreements
- Be a key contributor to the overall safety compliance that include Cal OSHA and DOT requirements.
- Other duties as assigned.

The ideal candidate will possess the following professional qualifications:

- Required Experience
 - 3-4 years in transportation or logistics, preferably in a food industry setting
 - 3-4 years in a supervisory role
 - 1-2 years' experience with transportation software/GPS
 - Experience working in a union environment
 - Excellent customer service skills
 - Computer literacy (PC, MSOffice, MSWord, MS Excel Application,)
 - Excellent verbal and written communication skills
- Preferred Experience
 - Experience working with third party logistics companies.
 - CDL licensed truck driver, Class B or A
 - Forklift Certification
 - 3 to 4 years involvement in a comprehensive facilities safety program
 - Experience with vehicle/commercial truck use and maintenance.
 - ERP Database Application
 - College degree or relative work experience

Reports To	Senior Manager of Operational Safety, Compliance and Transportation (OSCT)
Location	Cypress Distribution Center – 4001 North 1 st Street, San Jose, CA 95134. Travel to SHFB's 3 Distribution Centers (San Carlos, North San Jose, South San Jose) as required. This is an onsite position.



Curtner Center
750 Curtner Avenue
San Jose, CA 95125
408-266-8866

Cypress Center
4001 North First Street
San Jose, CA 95134
408-266-8866

Bing Center
1051 Bing Street
San Carlos, CA 94070
650-610-0800



SECOND HARVEST
of SILICON VALLEY

Position Announcement Transportation Manager

Hours	Full- Time. Exempt. 40 hours/week, with some evening and weekend work as necessary. Typically, early morning to mid-afternoon
Compensation	\$90,054 - \$105,946 is the wage range for this position. The salary wage offer will be commensurate with skills and experience. Outstanding and generous health benefits program, 4-5 weeks of Flexible Time Off (vacation and sick), eleven paid holidays, and retirement plan.

EOE

Second Harvest is committed to being an equal opportunity employer which values diversity. Under-represented groups are encouraged to apply for all positions.



Curtner Center
750 Curtner Avenue
San Jose, CA 95125
408-266-8866

Cypress Center
4001 North First Street
San Jose, CA 95134
408-266-8866

Bing Center
1051 Bing Street
San Carlos, CA 94070
650-610-0800