

## Facility Manager - Jacksonville

### Organization

Established in 1991, Farm Share is a 501(c)(3) non-profit organization, dedicated to the recovery, sorting, packing and distribution of nutritious fruits, vegetables and other foods for people in need. Farm Share administers a combination of USDA commodity programs and produce recovery operations from a packinghouse located in Homestead, Florida - the heart of Miami-Dade County's farming area.

For more information, please visit [www.farmshare.org](http://www.farmshare.org)

### Position

Reporting to the Chief Operating Officer, the Jacksonville Facility Manager position oversees the day to day operations at Farm Share's Jacksonville facility and assists in maintaining Farm Share's compliance with State and Federal food storage, distribution and reporting regulations. The Facility Managers main objectives are supervision and motivation of warehouse staff, maintaining a clean, safe and orderly warehouse facility, accurate inventory tracking and reporting, generating new produce/food donations and being the face of Farm Share's Jacksonville operations. The Facility Manager position also performs the following specific functions:

General description:

- Work with COO and CEO to promote Farm Share through public distribution events, TV interviews and other modes of media as well as meeting with state, county and local elected officials.
- Develop new produce and food donors as well as maintain relationships with existing donors.
- Oversee general warehouse operations, maintenance and organization.
- Supervise and motivate a team of employees to work together toward a common goal.
- Oversee local trucking logistics and operations, including supervision of facility truck drivers.
- Receive, track and maintain accurate inventory using an electronic database and generate monthly inventory reports.
- Work with Homestead Operations Manager to coordinate repairs to the facility, trucks or acquisition of produce and other food products.
- Strictly adhere to food safety policies & procedures.
- Become involved in the local community on Farm Share's behalf.

Requirements:

- Able to lift up to 50 lb. to shoulder height.
- Food Bank or Food Warehouse Operations experience preferred.
- Be familiar with storing, shipping and distributing perishable fruits and vegetables.
- Familiarity with USDA regulations governing the TEFAP program administered by the Florida Department of Agriculture preferred.
- Be familiar with OSHA regulations and general warehouse safety requirements.
- Forklift certification or experience preferred.
- Ability to direct, train and inspire staff & work as part of a team.
- Minimum 5 yrs. work experience.
- Proven leadership skills
- Shift flexibility – able to work evenings and weekends.
- Good communication skills both oral and written.
- Good computer skills and proficient with Microsoft Windows, Word, Excel and Outlook

Employment offer may be contingent upon completion of an interview, fitness evaluation, physical, drug screen, and/or background investigation.