



Job Description

JOB TITLE:	Director of Fleet & Facilities
REPORTS TO:	President & CEO
STATUS:	Full-Time
HOURS:	Monday-Friday as scheduled; Weekends as needed.
SUPERVISORY ROLE:	Yes
NO. OF DIRECT REPORTS:	1
TRAVEL REQUIRED:	0-50%

PRIMARY FUNCTION:

The Director of Fleet & Facilities provides leadership and oversight for distribution, transportation, fleet, facilities, workplace safety, and capital assets. This position is responsible for ensuring the efficient, safe, and compliant movement of food while maintaining operational excellence, regulatory compliance, and stewardship of organizational resources.

As a member of the Leadership Team, the Director collaborates across departments to support strategic initiatives, improve operational performance, strengthen organizational capacity, and ensure the reliable delivery of food to partner agencies and neighbors.

PRINCIPAL DUTIES & RESPONSIBILITIES:

General

- Provide leadership for all distribution, transportation, fleet, and facilities operations.
- Recruit, supervise, coach, mentor, and evaluate assigned staff.
- Direct daily operations to ensure efficient receipt, storage, order fulfillment, and food distribution.
- Ensure equitable and timely distribution of food throughout the Eastern Illinois Foodbank service area.
- Monitor productivity and implement improvements that increase efficiency and service levels.
- Develop and maintain Standard Operating Procedures for all operational areas.
- Collaborate with the Director of Procurement & Inventory to ensure the efficient flow of product through warehouse operations.
- Foster a culture of accountability, teamwork, continuous improvement, safety, and customer service.
- Establish departmental goals, priorities, and performance expectations.
- Participate as a member of the Leadership Team in organizational planning and decision-making.
- Participate in organizational strategic planning initiatives.
- Recommend facility, equipment, staffing, and infrastructure improvements.
- Identify opportunities to improve distribution efficiency, warehouse utilization, and operational effectiveness.
- Support implementation of new technologies and operational systems.
- Identify opportunities for continuous improvement and innovation.

Transportation & Fleet

- Oversee transportation scheduling, routing, and delivery operations.
- Ensure efficient utilization and maintenance of the organization's vehicle fleet.
- Develop fleet replacement recommendations and long-term equipment plans.
- Monitor transportation performance metrics and implement operational improvements.
- Ensure compliance with all Department of Transportation regulations.

Facilities

- Direct maintenance, repair, and operation of all Foodbank facilities and grounds.
- Develop preventative maintenance programs for buildings, warehouse equipment, and material handling equipment.
- Manage facility improvement and capital projects.
- Coordinate contractor selection, vendor performance, and project completion.
- Maintain a safe, secure, and organized work environment.

Safety & Compliance

- Lead organizational workplace safety initiatives.
- Chair the Safety Committee and oversee implementation of safety policies.
- Ensure compliance with OSHA, DOT, Feeding America, AIB Food Safety, USDA, and all applicable federal, state, and local regulations.
- Investigate incidents and implement corrective actions.
- Develop business continuity and emergency response plans.

Financial & Administrative Management

- Develop and manage departmental operating and capital budgets.
- Monitor expenditures and identify opportunities to improve operational efficiency.
- Ensure proper stewardship of facilities, vehicles, warehouse equipment, and organizational assets.
- Prepare reports and recommendations for the President & CEO, Leadership Team, Board of Directors, and regulatory agencies.

Other

- Demonstrate a commitment to the mission and values of Eastern Illinois Foodbank
- Other duties as assigned

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working condition may vary between controlled temperatures in an office-environment and non-regulated high temperatures in the warehouse
- Sitting and standing for long periods, walking intermittently
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions; safely navigate through traffic
- Work in various weather conditions
- Office-type as well as warehouse environment with regular use of basic office equipment (i.e., computer, printer, phone system, copy machine/scanner, projector, etc.)
- Ability to occasionally lift or move up to 65 pounds regularly and repetitively, 75 pounds occasionally
- Ability to stand, walk, sit, use hands to finger, or feel objects, tools, or controls, reach with hands and arms, climb stairs, balance, stoop or kneel, crouch or crawl, talk or hear, and taste or smell
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- The noise level in the work environment is moderate to severe.
- While performing duties of this job, the employee may be exposed to wet or humid conditions, extreme cold or heat, and general outside weather conditions.

QUALIFICATIONS:

Competencies, Education and Experience:

- Minimum 5 years of experience in warehouse management, general materials handling and trucking/freight industry, preferably in a food bank or food industry setting
- Excellent communication skills both oral and written
- Excellent analytical, mathematical and problem-solving skills
- Strong leadership ability, sound judgment and high professional ethics
- Proficient in MS Office applications
- CDL licensed truck driver, Class A or B
- Serv-Safe Certification (paid for by EIF)
- Proficient at operating all warehouse equipment and able to train others in their operation
- Forklift and Food Safety Certification or the ability to certify
- Flexible schedule; some evenings and weekends required

EXPECTED HOURS TO WORK:

This role is considered full-time exempt and is not eligible for overtime. Work schedule is from Monday thru Friday as scheduled with occasional weekend and evening hours. Personal transportation is required for all weekend and evening events.