



LIFT-UP Warehouse and Facilities Manager

Description: The Warehouse and Facilities Manager at LIFT-UP oversees all aspects of warehouse operations, facilities maintenance, and vehicle management including the supervision of 3 warehouse staff. This role ensures the safe, efficient flow of food into the warehouse and out to the community in support of LIFT-UP's programmatic goals. The ideal candidate will bring strong organizational, communication, and time management skills to maintain high standards in storage, transportation, and overall logistics. The Warehouse and Facilities Manager reports to the Director of Programmatic Operations at LIFT-UP's central offices in Glenwood Springs, CO.

Responsibilities:

Food Sourcing and Distribution

- Manage food purchasing budgets, identifying cost-efficient vendors and cost-saving measures
- Manage contracts and relationships with local producers and vendors for grocery rescue and local produce procurement
- Work with Warehouse Coordinator to ensure efficient and effective delivery of food and supplies between pick-ups, warehousing, and distribution locations
- Maintain accurate inventory across pantry sites and warehouse utilizing specific food pantry software

Staff and Volunteer Management

- Manage 2-3 Warehouse Associates and Warehouse Coordinator, conducting regular check-ins and performance evaluations
- Work with Warehouse Coordinator to schedule warehouse staff and volunteers to meet organizational needs
- Supervise, manage, and lead staff in alignment with the values of the organization

Facilities and Vehicle Management

- Manage budgets related to facilities, vehicles and equipment (e.g. forklift) maintenance and supplies
- Coordinate vehicle, equipment, and building maintenance across LIFT-UP's multiple properties and assets, anticipating problems before they arise
 - Build upon profile of preferred vendors to meet maintenance needs
- Ensures distribution fleet and warehouse facilities are safe, clean, organized and in good working order

- Maintain vehicle records and calendar of scheduled maintenance (e.g. oil changes and inspections)
- Identify and schedule emergency maintenance needs
- Ensure federal, state and local regulations are adhered to with proper documentation (i.e. insurance, registrations, CDOT, OSHA, CDPHE)

Qualifications:

- Proven experience in warehouse operations or similar
- Strong organizational and time management skills
- Excellent communication and leadership abilities
- Previous experience managing budgets
- Excellent people management skills
- Knowledge of food safety regulations and civil rights compliance is a plus
- Ability to perform physical tasks, including lifting and moving heavy items, as part of daily operations
- Valid driver's license with a clean driving record along with ability to drive large trucks

Working Conditions:

- This position involves both administrative and hands-on responsibilities
- Work may include lifting up to 50 pounds, bending, standing, and operating warehouse equipment
- Flexibility to adapt to changing priorities and address operational needs as they arise
- Driving large vehicles on an as-needed basis

Note: The Warehouse Manager will be expected to actively engage in the physical tasks of the warehouse and assist wherever needed to ensure the success of the team and the organization's mission.

Benefits:

- Salary Pay between \$57,000 to \$65,000 annually DOE
- Generous vacation benefits, health insurance, IRA- retirement matching program

Employment for the position of Warehouse and Facilities Manager at LIFT-UP is contingent upon the successful passage of a background check.

To apply: Please submit resume and cover letter detailing interest and qualifications for the position in one (1) pdf document to office@liftup.org by June 27, 2025.