



Job Description

Job Title:	Transportation Manager
Classification:	Full-time, Exempt
Department:	Operations
Reports to:	VP/Chief Operations Officer

Job Summary

The mission of Montana Food Bank Network (MFBN) is to end hunger in Montana through food acquisition and distribution, education, and advocacy. The Transportation Manager oversees the efficient and safe movement of food supplies to and from MFBN warehouse. This position will manage the maintenance and upkeep of the vehicle fleet, ensuring all vehicles are in proper working condition and compliant with safety regulations.

Duties and Responsibilities

- Work in conjunction with and under the direct supervision of the VP/COO, following specific and general directions.
- Maintain routine maintenance checklist on all Network vehicles.
- Communicate all vehicle maintenance requirements to the VP/COO in order to uphold fleet safety, ensure compliance with Department of Transportation (DOT) regulations, and uphold fleet cleanliness standards per AIB Standards.
- Coordinate the transportation of donated and/or purchased products from/to other areas of the state as directed.
- Prepare and distribute monthly delivery schedule once approved by VP/COO.
- Maintain and keep accurate transportation logs.
- Assist the Employee Relations Manager to ensure that CDL and drug and alcohol testing requirements are current while maintaining comprehensive driver qualification records for all CDL drivers.
- Organize vehicle maintenance as needed.
- Work with the Operations Manager to coordinate the transportation of incoming and outgoing products.
- Serve on MFBN Food Safety Committee when available.
- Review all CDL driver logs and trip reports for accuracy.
- Ensure load sheets are reviewed and completed with accuracy to meet Food Safety Program policies and procedures.
- Work with VP/COO to develop the annual budget for all transportation-related expenses.
- Assign drivers to delivery routes after approval by the VP/COO.
- Ensure all fleet vehicles are equipped with essential emergency supplies and tools required to fulfill their designated tasks.
- Ensure that all vehicles are registered and have the required permits or exemptions.
- Maintain ELD monthly service subscription and manage ELD unit functionality.
- Submit monthly driver and vehicle mileage reports to the Finance Department.
- Complete the pickup and delivery of agency food orders, as well as pick agency orders.
- Assist with general warehouse activities related to shipping and receiving.
- Assist in conducting monthly facility inspections.
- Administer Road Tests and forklift skill assessments for new hires to certify their abilities.
- Perform weekly vehicle inspections and fuel checks on company cars.
- Submit accurate and timely monthly expense reports through Concur.

- Submit accurate and punctual payroll approvals through Paycor for each pay period.
- Maintain a culture of safety and professionalism within the Operations Team.

Skills and Qualifications

- Commitment to MFBN's mission and vision.
- Comply with MFBN policies and procedures.
- Be sensitive to the needs of the diverse communities MFBN serves.
- Strong written and verbal communication skills.
- Ability to organize and prioritize multiple responsibilities.
- Strong attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Good interpersonal skills.
- Ability to work productively with staff, communities, and organizations.
- Maintain a positive and solutions-based attitude, even while under pressure and/or managing competing priorities and deadlines.
- Willingness to take initiative, develop new ideas, and strategies.
- Perform any additional tasks and duties as assigned.

Required

- Bachelor's degree in Supply Chain Management, Logistics, or related field or a minimum of three years experience in inventory control, warehouse operations, transportation, or logistics management, preferably within a food bank or related industry.
- Strong understanding of transportation regulations, safety guidelines, and compliance standards.
- Ability to troubleshoot mechanical problems associated with trucks and trailers.
- Valid Class A CDL and be insurable.

Worksite

- MFBN's office is located at 5625 Expressway, Missoula, MT 59808.
- Travel required.

Montana Food Bank Network is an equal-opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.

Offer of employment is contingent on the successful completion of a background check.