



POSITION DESCRIPTION

POSITION TITLE: Director of Logistics

ORGANIZATION SUMMARY

The Sheridan Story exists to fight child hunger through community and school partnerships. Through our network of community partners, we work hard to get food to kids who live in food insecurity, which means they don't always know where their next meal is coming from. The Sheridan Story strives to make a difference in children's lives by specifically focusing on food "gaps" - the times when the children aren't at school to access the meal programs. We have had tremendous growth in the last five years, going from serving one school to almost 200 schools, but there are still 200,000 kids in Minnesota who don't have enough to eat.

The Sheridan Story develops and supports successful partnerships between sponsoring community organizations and schools in need. This partnership-based model has allowed us to make a broad and sustainable impact in the fight against child hunger, because we believe that it is not a supply problem, but a distribution problem.

MISSION:

Fight child hunger through community and school partnerships.

VISION:

Every child. Every meal. ™

VALUES:

Commitment - Ambition and drive are fundamental aspects of our mission and program, and we must employ them every day. We recognize that mere adequacy does not align with our mission. To be a dynamic team, we need versatility and a commitment to getting the job done.

Thoughtful Communication - We use thoughtful communication in all our interactions by being timely, informed, purposeful and on-brand.

Positive Impact - Our actions deliver a positive impact on children and the community through measurable results, continuous improvement, and lasting impressions. Our decisions are focused on the goal of filling food gaps for children living in food insecurity. We always strive for program growth to provide more meals to more children through community engagement, innovation, infrastructure (systems, processes and people) and informed decisions.

Relationships - Relationships provide a cornerstone to our continued success. At both an internal and external level, the preservation and growth of these connections are paramount to our mission.

POSITION SUMMARY

The Sheridan Story (TSS) is a young organization in the midst of significant and swift growth. The Director of Logistics is an extremely instrumental component of TSS. In Summary this position is responsible for sourcing high-quality food components and ensuring the food is delivered and available at some 200 schools - so kids will have food for the weekend. Departmentally, the Director of Logistics is

responsible for the leadership, strategy, implementation, staffing, forecasting, and evaluation of all areas of TSS's logistics. This includes, but is not limited to, supply chain management, sourcing, receiving, warehouse management, order assembly, and delivery at school locations both physically and through NetSuite, the cloud-based TSS enterprise software. As a part of the leadership team, this role informs decisions organization-wide, and is instrumental in developing long-term vision, plans, and goals in collaboration with the Executive Director and the Directors of Programs, Operations, and Development.

ESSENTIAL DUTIES & RESPONSIBILITIES

Provide leadership, strategy, direction, support, and hands-on implementation to all areas of TSS' logistics processes, both physically and in NetSuite, TSS' cloud-based enterprise software:

- Warehouse operations:
 - 20,000 sft warehouse, 440 pallet locations, assembly floor
- Inventory & Sourcing:
 - Forecast needs for five finished bag types in partnership with Program department
 - Source correct 65 food items to meet packaging and delivery timelines for five finished bag types
 - Food items sourced from seven vendors, additional vendors need to be identified
 - Seven remote warehouses ("Hubs") run by partner school districts
 - Ensure adequate supply of finished bags are available at 200 school locations for their weekly distributions to children
- Transportation
 - Orders placed to Hubs for delivery to 100 schools
 - TSS direct delivery to 100 schools, typically supplying 3-5 weeks of food each delivery
 - Vehicles include 26 ft box truck, cargo van, and pickup truck with 20 ft trailer.
- Equipment and vehicle training and maintenance
- Provide high-level organizational leadership as part of the TSS leadership team
- Represent The Sheridan Story to community groups at various events
- Ensure food safety guidelines are followed (ServSafe training provided)

QUALIFICATIONS

- Bachelor's degree and 5-7 years of experience in a mid- to upper-level Logistics / Supply Chain leadership position; similar and transferable experiences also considered
- Demonstrated thorough understanding of inventory, warehouse, and systems management – both physical and database
- Excellent driving record and capable of safely operating (forwards and backwards) The Sheridan Story's pickup truck pulling a 21ft trailer and a 26ft dock level straight truck (non – CDL)
- Experience supervising staff including coaching and training
- Able to pass a Commercial Driver Medical Exam as required by the state/federal government
- Able to stand for up to 8 hours, push, pull, repeatedly lift 50 lbs., bend, twist, use fine manual dexterity, etc.
- Forklift qualification; training provided by TSS if necessary
- Established record of effective communication with a range of diverse community groups varying in age, religious beliefs, ethnicity, ability level, etc.
- Demonstrated competence in computer software (Microsoft Office, etc.) and related web-tools. Ability and willingness to learn NetSuite, TSS's cloud-based enterprise software.
- Strong analytical, organizational, follow-up, and problem solving skills
- Self-starter, independent, thoughtful, and motivated
- Ability to think and act both big picture and detailed, long-term and short-term

- Available to work regularly scheduled evenings or weekends
- Regular access to a reliable vehicle
- Demonstrated understanding of and commitment to The Sheridan Story's mission, vision, and values.

SUPERVISED BY: Executive Director

SUPERVISES: Program Logistics Manager, Program Logistics Coordinator, Program Logistics Driver(s), and Volunteers

HOURS: Monday through Friday, regularly scheduled evenings and weekends

STATUS: Exempt; minimum of 40 hours/week

HIGHLIGHTS OF BENEFITS:

- Medical/Dental/Vision
 - Eligible for TSS Group plan the 1st of the month following hire date
 - Eligible for Nice Health Care; video and in-home primary care clinic
 - Long-term and short-term disability
- Retirement
 - Beginning of second calendar year, 3% match
- PTO
 - 4 weeks; combined sick and vacation
 - 16 hours; volunteer release time per calendar year
 - Paid Family and Medical leave
- Holidays
 - 10 paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and following Friday, Christmas Eve Day, Christmas Day, and New Year's Eve
- Cell Phone Allowance
 - \$50 monthly stipend
- Auto Allowance
 - Reimbursed per IRS rate for authorized mileage in personal automobile
- Flexible and fun work environment

TO APPLY:

Email resume and a brief cover letter to apply@thesheridanstory.org. Please no calls or unscheduled visits.