



JOB ANNOUNCEMENT

Supply Chain Operations Supervisor (Full-Time)

About Brighter Bites

Brighter Bites is a nonprofit that creates communities of health through fresh food with the goal of changing behavior among children and their families to prevent obesity and achieve long-term health. Brighter Bites is an evidence-based, multi-component elementary school, preschool, and summer camp program that utilizes reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food. To learn more about Brighter Bites, visit <https://brighterbites.org>.

Role

The Supply Chain Operations Supervisor is responsible for the entire produce supply chain for Brighter Bites Houston operations – including ordering produce from the Houston Food Bank, procuring outside produce, designing weekly builds, overseeing volunteer groups, maintaining inventory and quality control, and coordinating delivery to elementary schools. The Supply Chain Operations Supervisor leads a team of part-time Warehouse Associates. Reporting to the Senior Program Manager, **this position works Sunday through Thursday, 100% on-site at the Houston Food Bank located at 535 Portwall St, Houston, TX 77029.**

Position Description

- Meet produce KPI through strategic sourcing and efficient supply chain management.
- Proactively partner with the Houston Food Bank Logistics team to ensure the scheduling, coordinating, and troubleshooting of Brighter Bites produce deliveries and pickups.
- Cultivate a high-performance, result-oriented work climate by maintaining positive working relationships with internal and external stakeholders.
- Ensure accurate documentation of program procedures & best practices for internal use.
- Implement continuous improvement initiatives to enhance supply chain processes and improve efficiency.
- Foster a positive and collaborative team culture as supervisor of Brighter Bites warehouse staff; manage employee hiring, training, performance management, and scheduling.
- Ensure an accurate inventory of produce and operating supplies; maintain organization of storage facilities.
- Lead volunteer recruitment, scheduling, and engagement in collaboration with Houston Food Bank Volunteer Services.

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- Collaborate with Brighter Bites Senior Program Managers to align produce operations with program implementation.
- Other duties as assigned.

Requirements

- Bachelor's degree in supply chain management, Logistics, Business Administration, or related field preferred.
- Desire and passion for working with a mission-driven organization related to children and families.
- Experience managing groups of volunteers, interns, and/or employees.
- Produce experience is a plus.
- Experience with inventory management and ordering systems is a plus.
- Strong negotiation, analytical, and problem-solving skills.
- Excellent communication and leadership abilities.
- Ability to manage multiple projects and meet deadlines in a fast-paced environment.
- Comfort reporting to multiple organizational stakeholders and collaborating across departments and teams.
- Forklift certification a plus, or willing to become certified upon employment.
- Proficient in Microsoft and Google Suite.

Operational and Physical Requirements

- Must be able to work out of the Houston Food Bank.
- Must be able to lift produce boxes/bags weighing between 10-50 pounds each on a continuous basis.

Salary Range: \$57,000 - \$62,000, commiserate with experience

Brighter Bites provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

***To apply, please send resume and cover letter to
megan.hall@brighterbites.org
with "Supply Chain Operations Supervisor" in the subject line.***

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