



Logistics & Resources Manager

Full-Time | Exempt | \$35,000–\$40,000

THE ROLE

The Logistics & Resources Manager ensures Beth-El has the supplies, equipment, vehicles, storage space, and support needed to run its food pantry, Client Choice Food Market, farm visits, events, and other programs safely and smoothly.

This hands-on role oversees the movement, storage, care, maintenance, and protection of Beth-El's physical resources, including food, donations, warehouse and pantry areas, vehicles, trailers, equipment, facilities, maintenance supplies, donated goods, and program materials.

The position requires strong logistics skills, physical ability, attention to safety and asset protection, and the ability to work effectively with staff, volunteers, donors, and farmworker families.

This is a physically active position. The Logistics & Resources Manager should be comfortable working indoors and outdoors, including in heat and other weather conditions; lifting and moving up to 50 pounds; standing, walking, bending, reaching, loading and unloading vehicles; operating warehouse equipment; and working around food, pallets, vehicles, tools, and donated materials.

The position requires someone who is willing to pitch in wherever needed, solve problems, work collaboratively, and get the job done safely and respectfully.

ACCOUNTABILITY

Reports directly to the Executive Director and works with the Food Pantry Manager, Program Manager, Operations Manager, and other staff to coordinate daily operational needs.

WHAT YOU OWN

1. Receiving, Storage & Warehouse

- Support daily food access ministry programs.
- Pick up, receive, unload, restock, and organize food, donations, supplies, diapers, and equipment.
- Keep warehouse, pantry, sheds, and storage areas clean, safe, organized, and secure.
- Move pallets, boxes, food, supplies, and equipment safely.
- Use forklifts, pallet jacks, vehicles, and trailers only when approved and safe.
- Help pantry setup, distribution, cleanup, closing, and pallet or box sales.

2. Transportation & Fleet

- Move food, donations, diapers, supplies, and equipment between Beth-El, partner sites, farms, and other locations.
- Complete Retail Rescue, food rescue, and other approved pickups from partners and grocery donors.
- Support large donations or pickups that need trailers or special transportation.
- Help donors unload, receive, organize, and store donated items.
- Keep vehicles and trailers clean, ready, and used safely.
- Check vehicles often and report maintenance or safety problems right away.

3. Facilities & Equipment

- Keep workspaces, warehouses, storage areas, sheds, buildings, and equipment clean, safe, and ready to use.
- Complete light maintenance and basic repairs when able.
- Watch refrigerators, freezers, A/C filters, kitchen appliances, fuel tanks, and other equipment for problems.
- Keep maintenance supplies available and report repairs that need outside help.
- Support facility projects and improvements.

4. Program & Field Support

Support farm visits, food distributions, worship services, events, meetings, Saturday programs, and community activities by helping with:

- Transportation, loading, unloading, and delivery of food and supplies
- Equipment, tables, chairs, materials, and supplies
- Setup, breakdown, distribution support, and cleanup
- Preparing vehicles, trailers, supplies, and equipment before activities

5. Asset Care

- Keep Beth-El equipment, tools, vehicles, trailers, donated goods, supplies, and property secure and in good condition.
- Track and organize equipment, supplies, pickups, deliveries, and other assigned resources.
- Report damage, loss, safety concerns, equipment problems, or replacement needs right away.
- Help staff and volunteers use Beth-El resources safely and responsibly.

6. Safety & Food Storage Support

- Keep storage, pantry, warehouse, and work areas safe, clean, and organized.
- Support safe food storage by keeping storage spaces, refrigerators, freezers, and equipment working well.
- Track refrigerator and freezer temperatures when assigned.
- Break down cardboard and help remove waste and recycling properly.
- Report refrigeration, pest, building, vehicle, or equipment concerns right away.

7. Team & Volunteer Support

- Work with staff and volunteers to complete daily ministry tasks and projects.
- Guide volunteers who help with logistics, warehouse work, setup, loading, unloading, and cleanup.
- Work with program managers when volunteers are shared across teams.
- Communicate clearly about needs, delays, completed tasks, safety concerns, and equipment problems.
- Use Microsoft 365, Outlook, Teams, and basic technology for schedules, assignments, records, and communication.
- Be welcoming and service-focused with staff, volunteers, donors, partners, and farmworker families.
- Perform other duties related to Beth-El's mission and operations as assigned.

WHAT SUCCESS LOOKS LIKE

- After six months, success in this role looks like:
- Donations and food pickups happen reliably.
- Warehouse and storage areas are organized and safe.
- Vehicles and equipment are ready when programs need them.
- Staff aren't scrambling to find equipment or supplies.
- Facilities issues are identified and addressed quickly.
- Farm visits and distributions have the physical resources they need.
- Organizational property is secure and well maintained.
- Program managers trust logistics to deliver what they need when they need it.
- Volunteers know where to go, what to do, and how to help safely.

QUALIFICATIONS

- 2–3+ years of experience in logistics, warehouse, facilities, fleet, property, maintenance, or operations work.
- Able to manage supplies, equipment, vehicles, and other physical resources while handling changing priorities.
- Valid driver's license and safe driving record.
- Able and willing to drive Beth-El vehicles and tow trailers when approved.
- Able to use or learn warehouse equipment, including forklifts and pallet jacks.
- Able to safely lift and move up to 50 pounds and do active physical work.
- Able to work indoors, outdoors, in warehouses, and in food distribution areas.
- Strong problem-solving, organization, and communication skills.
- Comfortable working with staff, volunteers, donors, vendors, and community members.
- Basic computer skills, including Microsoft 365, Outlook, and Teams.

Preferred:

- Forklift certification.
- Trailer or towing experience.
- Food pantry, food bank, warehouse, farm program, facilities, fleet, or nonprofit experience.
- Experience working with volunteers and community groups.
- Bilingual in English and Spanish.

MISSION ALIGNMENT

We are a faith-based organization committed to putting faith into action alongside farmworker families and neighbors in need. We welcome candidates who are committed to Beth-El's mission, dignity-centered service, community partnership, and social justice.

CULTURAL RESPONSIVENESS

Demonstrates respect for and ability to work effectively with farmworker, immigrant, Latino/a/x, and multilingual communities.

Job Type: Full-time, Exempt

Schedule: Includes evenings and weekends.

BENEFITS

- Compensation: \$35,000 - \$40,000 per year.
- Vacation: Two (2) weeks paid vacation per year.
- Typical Schedule: 4 days a week, one Saturday a month, may vary.
- Sick Leave: 10 paid days per year
- Holidays: 10 (this may vary) paid holidays.
- Medical insurance and retirement plan for the employee.
- Quarterly cell phone stipend.
- Other benefits may apply.

TO APPLY

Please send a cover letter with three (3) references, including their names, email addresses, and phone numbers, along with a resume to info@beth-el.org.