JOB TITLE: Logistics Specialist  
Job Type: Full-time Exempt

ORGANIZATION: Second Servings is Houston’s fast-growing prepared and perishable food rescue organization, on a mission to fill stomachs, not landfills, with perfectly edible surplus food from food businesses. We partner with over 400 food businesses (including retailers, distributors, manufacturers and others) that supply the food we deliver the same day, for free, to 96 local charities (such as soup kitchens, low-income housing, shelters, and others). In just 7 years of operations, we have rescued $52 million worth of food and kept over 7 million pounds from going to the landfill. Our food helps nourish over 175,000 needy Houstonians annually. Considering that nearly 20% of Houstonians face food insecurity, while 30-40% of the available food supply gets wasted, food rescue makes a lot of sense. To learn more, visit http://www.secondservingshouston.org/.

POSITION SUMMARY: Logistics is at the heart of our business, and you will play a key role in our organization. Reporting to the Logistics Manager, you will help prepare the daily routes for our drivers and makes adjustments throughout the day. You will be in constant communication with food donors and charity recipients, and perform many other critical functions. This position requires flexibility, initiative, and responsiveness. It represents a great career growth opportunity, as we continue to expand our operations.

RESPONSIBILITIES:
- Help manage frequent communication with food donors, charities, and drivers
- Assist with route preparation for advance scheduling
- Act as occasional back-up driver, as needed
- Help maintain accurate database entries in Salesforce, our inventory tracking system
- Develop and maintain excellent working relationships with food donors, recipients, and Second Servings’ team members and volunteers
- Help implement our safety program
- Communicate clearly and effectively
- Assist in basic maintenance of our fleet of vans
- Assist with warehouse maintenance and organization
- Help manage inventory of food rescue supplies

QUALIFICATIONS:
- 1-2 years of logistics experience or logistics education, preferred; warehouse, customer service, foodservice experience, a plus
- Passion for Second Servings’ mission
- Operate with a sense of urgency and responsiveness in our fast-paced environment
- Able to adapt to frequent changes within the day’s schedule
- Able to work cooperatively with other staff and volunteers
- Knowledge of, or ability to learn, Salesforce, to track inventory
- Excellent driving record, with a valid Texas Class C (standard) drivers’ license
- Able to drive a refrigerated van safely, with an ability to navigate using a GPS
- Able to speak and write English clearly; bilingual (English/Spanish) a plus
- Able to pass a background check and drug test
- Authorized to work in the U.S. without restrictions
- Have, or able to obtain, a safe food handling license (such as ServSafe)
- Have reliable transportation to get to work on time consistently

PHYSICAL ABILITIES REQUIRED:
- Able to perform moderate to heavy physical labor (lift up to 50 lbs.)
- Able to occasionally work in refrigerated areas (cooler and freezer) for very brief periods of time
- Able to stand, walk, sit, use hands, reach, climb stairs, stoop, kneel, climb in and out of vehicle, speak and hear clearly.

TO APPLY:
Please send your resume and a brief cover note stating why you would be good at this job to: careers@secondservingshouston.org Include “Logistics Specialist” in the subject line.