



The Place

Position: Food Warehouse Coordinator

Classification: Full Time

Reports to: Director of Food and Senior Services

Employees Supervised: Volunteers, Warehouse trainee

Salary (exempt): \$38,000-\$42,000

SUMMARY

The Food Warehouse Coordinator is an integral member of the Food Distribution Program and of **The Place**. This role is key to the efficient delivery of food to our families and to the maintenance of inventory/storage compliance and control. The Coordinator will strictly follow established inventory and material handling procedures to receive and distribute food and other products and will perform a variety of duties that require an understanding of **The Place** and of the Food Distribution Program standard operating procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- assist with maintaining daily operations of the food warehouse, including ensuring accurate inventory in all staging and storing areas.
- Verify and accurately record product counts, weight, or other measurement units on all donations and purchases received, stored, and distributed.
- Manage operational details for donation drop-offs and pick-ups.
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- Ensure vehicles are clean, in proper working order, and well maintained
- Unload, inspect, and inventory all food warehouse products arriving at **The Place** food storage facility; including moving pallets and other containers using forklift, pallet jacket.
 - Must receive a forklift certification at The Place or provide current certificate.
- Organize and maintain the warehouse to ensure maximum cleanliness and efficiency of space.
- Participate in weekly inventory counts and participate in planned annual physical inventories.
- Drives refrigerated truck, or other **The Place** vehicles, to deliver and pickup food from food pantries, food bank, and donation drives.
- Observe safety practices while in the warehouse as well as operating warehouse equipment including, but not limited to, the forklift and food delivery vehicles.
- Ensure the safety of all persons entering and departing the warehouse.
- Inspections of warehouse equipment for proper and safe operation prior to use.
- Ability to train and supervise.
- Represents **The Place** in a professional manner at all times.
- Ensure security of the food storage areas.
- Other duties as assigned by the Director of Food and Senior Services.

SKILLS, EDUCATION/EXPERIENCE

- High school diploma or GED.
- Warehouse/grocery experience required.
- Possess and maintain a valid driver's license and clean driving record. CDL license a plus.

- Basic math (add, subtract, multiply, divide whole numbers), sorting, and reading skills.
- Ability to operate a computer, such as picking or locating inventory on the inventory software system, Smart Choice, sending and receiving electronic mail, working knowledge of Microsoft Excel and Outlook Calendar, and preparing basic memos.
- Ability to learn and safely operate pallet jacks & forklifts, we will provide certification.
- Detail oriented, strong analytical capabilities needed to maintain monthly inventory data and assists with preparation of monthly inventory reports.
- Possess strong customer service skills and maintain positive relations with agencies, **The Place** staff, donors, and volunteers.
- Strong problem-solving skills and ability to manage multiple projects with attention to detail.
- Ability to be flexible and adaptable to handle interruptions, maintain focus on tasks and produce accurate work.
- Ability to lift 50-75 pounds without restrictions; frequently lift, bend, stoop, and stand.
- Ability to work independently and as part of a team.
- Ability to self-start and self-motivate, efficient style with high standards for quality processes and results.
- Ability to plan and manage time efficiently.
- Methodical and analytical quick learner with excellent problem-solving skills.
- Ability to work in varying temperature environments.
- Ability to obtain food safety certification.
- Must be able to pass criminal and driving background check, as well as DOT physical and drug screen.

Working Conditions:

Work is performed in a warehouse with a significant amount of walking on concrete surfaces. Entrances may be open and work conditions during the summer months can be very hot, and during the winter very cold. Employee may be going in and out of freezers and coolers with extreme variations in temperature. Certain work requires periods of time working within the freezer at sub-zero temperatures. Workspace could be very dusty, and on occasions can be noisy due to the traffic of motorized vehicles operated in the building. Periodically may work outside and be exposed to the elements. Employee may be exposed to spoiled food and sharp objects due to working with damaged product. Work involves moving boxes and employee must lift, bend, stoop, pick up and move objects up to 75 pounds regularly without restriction. Work involves using manual pallet jacks and therefore requires an ability to push and pull pallets to the capacity of the equipment.

Persons performing this job may work with individuals performing community service. **The Place** does not tolerate harassment of any kind.

The Place has a strict "No Weapons" policy and strictly enforces a no-violence policy in the workplace.

Work schedules may vary depending on the needs of **The Place** and may require working weekends, holidays, and evening hours.

The Place reserves the right to revise this job description at will.

This job description in no way represents a contract of employment.

Employee Signature: _____ **Date:** _____