

# FEED MY PEOPLE FOOD BANK

## Job Description

Position: Receiving Coordinator  
Classification: Full time, Non-exempt  
Reports to: Operations Manager

Position Summary: Under general supervision of warehouse manager, coordinates and monitors the daily operations within the warehouse, including such areas as receiving, warehousing, pickup/delivery services and inventory audits. Provides leadership within the team of warehouse volunteers and staff.

### Areas of Responsibility:

- Ensure the proper and smooth functioning of all activities within the warehouse
- Ensure adherence to company policies and the safety of all persons in and around the warehouse and vehicles; communicate concerns to warehouse manager
- Safely load and unload trucks
- Scheduling incoming trucks
- Receive, inspect, and separate incoming freight
- Ensure proper handling, labeling, tagging and packaging of goods and materials
- Stock incoming products and organize inventory; restock inventory daily using FIFO
- Perform inventory control efforts for optimal product flow and cycle count
- Operate and maintain fork lifts and pallet jacks
- Maintain cleanliness and upkeep of facility, equipment and grounds
- Deliver and pick-up orders as needed
- Provide excellent customer service to agency customers, food donors and warehouse volunteers
- Promote team culture in all working relationships with staff and volunteers.
- Provide cross-staff support, as needed.
- Perform all other assigned duties as needed

### Qualifications:

- Positive attitude, customer friendly and ability to handle a variety of tasks
- Computer proficiency and good skills in reading and math
- Possess and maintain a valid driver's license and clean driving record
- Ability to work with diverse groups of volunteers
- Ability to lift 50 pounds regularly; frequently lift, bend and stand.
- Ability and willingness to work in refrigerated areas (cooler and freezer) for regulated periods of time
- Ability to effectively manage time and meet all necessary deadlines

### Preferred:

- Warehouse, forklift and previous driving experience
- Knowledge of equipment, facility and vehicle maintenance

April 2016