

Gleaners Community Food Bank of SE MI Job Description

Job Title: Administrative Program Coordinator - Healthcare
Reports To: Operations Project Manager
FLSA Status: Non-exempt
Department: Operations
Last Update: August 2020

The scope of this position spans project operations coordination for Healthcare Initiatives. This position is responsible for healthcare food distribution programs, including: food distribution, inventory management, order confirmation, replenishment and related administrative tasks.

Essential Duties and Responsibilities:

1. Inventory management and fulfillment including maintaining accurate inventory, ordering, receiving, and replenishing for Healthcare Initiatives.
2. Work with Inventory Specialist to address and resolve any inconsistencies regarding product location or replenishments.
3. Work with Warehouse Manager and Warehouse staff to build packages for distribution.
4. Maintain accurate and thorough delivery and pick-up records for participants.
5. Create, coordinate, and implement a monthly plan of work.
6. Work cooperatively with members of the staff to ensure timeliness of packing activities.
7. Work cooperatively with members of the operations team and partner organizations to ensure efficient distribution of product to Healthcare participants.
8. Regularly communicate with healthcare and community partners.
9. Provide good customer service and maintain a professional manner and appearance to enhance the organizations image.
10. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
11. Other duties as assigned.

Scope of Position

Budgetary Responsibility:	None
Personnel Responsibility:	None
Access to Confidential Info:	High
Supervisory responsibility:	None
Customer contact:	Donors: Low Volunteers: Low Partner Agencies: Low Outside Vendors: Moderate

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education/Experience

- Bachelor's degree in related field, preferred.
- Strong interpersonal and communication skills
- Demonstrated ability to work collaboratively and build relationships to achieve program results
- Experience in public health or healthcare a plus

Language Ability

Excellent verbal and written communication skills are required. Strong interpersonal skills with all customers and contacts, internal and external, are required. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or team members of the organization.

Math Ability

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to understand and carry out instructions furnished in written, oral, or diagram form.

Computer Skills

Proficiency in Excel required to support data analysis, tracking and reporting.

Equipment

The position requires operation of standard office equipment including but not limited to: Personal computer, printer, photocopy machine, pallet Jacks, and other industrial machines.

Work Environment:

The standard work environment is distribution facility setting with fluorescent lighting. There is also a significant amount of time spent exposed to outdoor environment with varying temperatures. The noise level in the work environment is usually moderate.

Physical Demands

The employee must occasionally lift and/or move up to 40 pounds. While performing the duties of this job, the employee is frequently required to speak, hear and use hands. Moderate amounts of walking as well as long periods of walking or standing are required.