

Gleaners Community Food Bank of SE Michigan
Job Description: Livingston Warehouse Coordinator

Job Title: Livingston Warehouse Coordinator

Reports To: Livingston Facility Operations Supervisor

FLSA Status: Non-exempt

Department: Development

Last Update: September 2017

This position is responsible for coordinating warehouse operations, order management, and distribution at the Livingston site.

Essential Duties and Responsibilities:

1. Coordinate and execute food ordering, receiving, and distribution activities.
2. Coordinate onsite partner agency relations including efforts to improve partner satisfaction.
3. Lead distribution center group volunteer activities, including coordination of setup and operation of volunteer groups.
4. Provide for overall site maintenance including SHP, warehouse, administrative offices, vehicles and equipment.
5. Maintain standards for AIB certification.
6. Provide accurate weekly summary statistics on inventory, turnover and food expense.
7. Assist training and directing Livingston warehouse and SHP volunteers.
8. Demonstrate "servant leadership" approach to leading warehouse volunteers.
9. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities; be an advocate for Gleaners with all external constituents!
10. Other duties as assigned

Scope of Position

Budgetary Responsibility:	Low
Personnel Responsibility:	Moderate (Volunteers)
Access to Confidential Information:	Moderate
Supervisory Responsibility:	Moderate (Volunteers)
Customer Contact:	Food Donors: High Volunteers: High Partner Agencies: High 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

- Experience managing volunteers required; supervisory experience a plus
- Demonstrated commitment to servant leadership managerial approach
- Bachelors' degree in relevant field preferred
- Strong oral and written communications skills
- Familiarity with database or inventory management software preferred

Language Ability

Excellent verbal and written communications skills, as well as interpersonal skills, required.

Math Ability

Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume and distance. High degree of comfort with writing and managing budgets required.

Reasoning Ability

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Demonstrated problem solving and decision making ability to correct unforeseen issues on the spot during events. Ability to work with volunteers, community leaders, and the public. Ability to multi-task, prioritize and perform under pressure. Ability to adapt to a flexible work schedule is also required.

Computer Skills

To perform this job successfully, an individual should have a good working knowledge of the Microsoft Office suite of products.

Equipment

The position requires operation of standard office equipment including, but not limited to, personal computer, printer, fax, and telephone.

Work Environment

The standard work environment is an office setting with fluorescent lighting and temperature and humidity controlled by air conditioning and heating. The noise level in the work environment is usually low. The employee will be required to perform duties in a wide variety of settings (e.g., warehouse or industrial environments, outdoors, other corporate settings). Occasionally, the job will required six to ten hours of off-site work, primarily standing or walking from place to place.

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, sitting or standing are occasionally required. The position may also require intra and interstate travel by automobile, plane, etc.