Gleaners Community Food Bank of SE MI
Job Description

Job Title: Distribution Coordinator – Healthcare   (Temporary position)
Reports To: Program Manager - Healthcare
FLSA Status: Non-exempt
Department: Operations
Last Update: November 2021

The scope of this position spans warehouse operations coordination and order selection for Healthcare activities. Please note that this is a temporary position based at the Detroit warehouse.

Essential Duties and Responsibilities:

1. Responsible for all duties related to selecting, packing and confirming participants orders, including reporting any deficiencies or breakages to management.
2. Responsible for all duties related to loading, unloading, and transfer of incoming and outgoing product.
3. Stock product in distribution center utilizing equipment and manual labor.
4. Accept and examine incoming product deliveries for accuracy.
5. Maintain a neat and orderly workplace at all times to include moving pallets, sweeping, and disposing of debris.
6. Participate in the development, implementation, and maintenance of a sanitation and food safety program to ensure compliance with AIB, USDA, FDA, State and local health codes. Follow safety regulations relating to OSHA or other organizational-related regulations.
7. Establish and maintain adequate records to track inventory coming into and leaving the distribution center on a perpetual basis. Maintain inventory accuracy.
8. Rotate inventory items within distribution center according to organizational policy and advise management when deviations in movement occur.
9. Employ safety measures as well as maintain accurate shipping documents and records to ensure that shipments operate efficiently; inform management of any discrepancy in documentation.
10. Work in freezer when necessary.
11. Apply knowledge and ability to safely load and unload deliveries according to size of load and contents.
12. Provide good customer service and maintain a professional manner and appearance to enhance the organizations image.
13. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
14. Other duties as assigned.

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

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
High school diploma or equivalent

Language Ability
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals.

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. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills
To perform this job successfully, an individual should have a good working knowledge of the Microsoft Office suite of products. Familiarity with computerized inventory system.

Work Environment
The standard work environment is a warehouse setting with standard lighting and varying temperatures. Exposure to regulated temperatures in the freezer and other industrial setting are frequent. 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 sitting or standing are required.