

Gleaners Community Food Bank of SE MI

Job Description

Job Title: Distribution Coordinator (MNMG)
Reports To: Facility Manager
FLSA Status: Non-exempt
Department: Operations
Last Update: October 2021

The scope of this position spans warehouse operations coordination, inventory management and order packing, loading, and unloading for My Neighborhood Mobile Grocery and Home Delivery activities.

Essential Duties and Responsibilities:

1. Responsible for all duties related to loading, unloading, and transfer of incoming and outgoing product.
2. Stock product in distribution center utilizing equipment and manual labor.
3. Establish and maintain adequate records to track inventory coming into and leaving the distribution center on an ongoing basis. Maintain inventory accuracy.
4. Accept and examine incoming product deliveries for accuracy.
5. Rotate inventory items within distribution center according to organizational policy and advise management when deviations in movement occur.
6. Work in freezer and cooler to support order pulling and inventory management.
7. Maintain a neat and orderly workplace at all times to include moving pallets, sweeping, and disposing of debris.
8. 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.
9. Employ food 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. Apply knowledge and ability to safely load and unload deliveries according to size of load and contents.
11. Provide good customer service and maintain a professional manner and appearance to enhance the organizations image.
12. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
13. 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 with some college preferred. Two years warehouse experience preferred. Forklift experience preferred.

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.

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.

Equipment

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

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.