

Lancaster County Food Hub

Open Position

Position Title: Warehouse Coordinator

Reports To: Food Hub Manager

Status: Non-exempt Full Time

Overall Responsibility:

This position coordinates LC Food Hub needs for in-store food recovery pickups, donation pickups, Community Action Program pickups, senior delivery programs, distribution program and general warehouse operating procedures.

General Duties:

Donations:

- Perform daily in store donation pickups according to ServSafe food handling guidelines, and Feeding America In Store donation standards
- Take care of unloading In Store Donations. Remove donations from plastic pickup bins and from carts each day.
- Maintain In Store Donation booklet with donation sheets.
- Unload donations from trucks with forklift.

Operations:

- Assist with Food Distribution Program.
- Coordinate with Food Programs Assistant and Food Hub Manager product rotation and cleanliness of refrigerators and freezers in warehouse.
- Sort and rack skids delivered by Central PA Food Bank.
- Maintain mileage sheets in vehicles.
- Maintain temperature log sheets on refrigerators and freezer and warehouse temperature sheet.
- Fuel up vehicles as necessary.
- Charge Stand Up Lift and Toyota pallet jack when needed.
- Keep warehouse clean and orderly. Daily counter cleaning, floor dry mop, and bin cleaning.
- Clean carts, coolers as needed.
- Remove trash from warehouse and break down cardboard on a daily basis and put in dumpsters.
- Assist in moving items to the second floor with forklift as needed.

- Anything else assigned by Food Hub Manager or Executive Director

EDUCATION, KNOWLEDGE AND COMPETENCIES:

Education and Knowledge:

- High school diploma or equivalent
- Serv Safe certification required (can be obtained after employment)
- Experience working with non-profits and volunteers is a plus
- Valid Pennsylvania driver's license, CDL a plus
- Comfort and ability to drive a small or large cargo van on the highway or in the city safely, when needed. (Preferred)

Core Competencies:

- Strong interpersonal and communication skills including the ability to interact well with individuals of diverse socioeconomic and cultural backgrounds.
- Clean and responsible driving record
- Ability to multi-task and maintain organization in a changing, at times hectic, environment.
- Capacity for handling delicate or difficult interpersonal situations effectively and tactfully.
- Capacity for working effectively with all people, including those experiencing mental illness.
- Willingness to proactively seek supervisory input, resources and information needed to accomplish job.

EXPERIENCE:

- Working with non-profits and volunteers in a fast-paced environment.

SUPERVISORY: None

MENTAL AND PHYSICAL DEMANDS, including ENVIRONMENTAL FACTORS:

- Works primarily in transportation and warehouse settings; exposure to machinery/vehicles, noise.
- Position involves significant physical exertion on a regular basis, including heavy lifting and carrying (40lbs or more).

- Standing, driving, and walking for most of shift.