

## York County Food Bank JOB DESCRIPTION

**Job Title:** Warehouse Coordinator  
**Department:** Warehouse  
**Reports to:** Director of Programs and Operations  
**Classification:** Full time, Exempt  
**Date:** July 2018

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### **Mission Statement:**

The York County Food Bank's mission is to end hunger in York County by working with partner agencies to increase the quantity of—and dignified access to—high quality, nutritious food for everyone who needs it.

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### **Job Summary:**

The Warehouse Coordinator is responsible for ensuring maximum efficiency and effectiveness of the Food Bank's warehouse and transportation operation, product acquisition, storage and distribution, and the general maintenance, cleanliness, and organization of the Food Bank's facilities, equipment and vehicles. The Warehouse Coordinator must build and maintain working relationships with internal coworkers, external member agencies, suppliers and donors. The Warehouse Coordinator must ensure that the warehouse functions in an efficient and regulatory compliant manner.

### **Essential Duties and Responsibilities:**

#### *Warehouse Coordination:*

- Oversee day-to-day warehouse operations including receiving, shipping, inventory, reporting, and facilities maintenance, and food safety
- Prepare and verify all reports and record-keeping pertaining to warehouse. This includes shipping and receiving, inventory control, salvage, storage, rotation, sanitation, dump, safety, pest control, key and alarm code lists and building maintenance
- Inspect equipment & coordinate repairs
- Ensure warehouse equipment, vehicles and facilities are in good working order
- Assure cleanliness of equipment, vehicles and entire facility
- Check insurance status for equipment
- Develop and implement delivery schedules and routes
- Manage processes for product receipt, storage and distribution
- Assure compliance with safety standards, PA Department of Health, PA DOT and PA Dept. of Agriculture regulation and with all YCFB warehouse operations standards and forklift certifications

- Responsible for creating and maintaining a pest free and sanitary environment.
- Responsible for maintenance and replacement of warehouse equipment.
- Conduct or schedule preventative maintenance on vehicles as needed and comply with PA DOT regulations
- Ensure maintenance of daily logs
- Dispose of waste and recycling as needed
- Implement cost effective systems that maximize food distribution and space utilization
- Supervise warehouse volunteers
- Ensure the safety of all persons entering and departing the warehouse.
- Ensure the training and adherence of safe practices by all staff, volunteers and agency representatives working in or visiting the food bank warehouse

*Inventory Management:*

- Manage acquisition of donated and purchased product; arrange transportation to the food bank, facilitate inventory trades with other partners
- Count and record inventory
- Maintain record of inventory count
- Ensure inventory information is accurate, reliable and accessible; oversee accurate computer entry of inventory data to ensure uniformity and quality
- Pull inventory for orders as needed
- Ensure product rotation and cleanliness of cooler and freezer
- Oversee delivery and pickup of inventory, utilizing volunteers as much as possible
- Deliver and pick up food approximately 10-20 hours a week, using company truck or van
- Provide excellent customer service to agencies, customers and donors

*Program Assistance:*

- Assist in setting up necessary facilities for programs such as Food for Families, CSFP, and TEFAP

*Support YCFB Staff:*

- Assist Program Director and Food Distribution Coordinator with volunteer direction
- Work with Executive Director and Development Director to develop corporate relationships with food, trucking and storage industries; encourage donations
- Recommend equipment purchases to Program Director
- Assist Program Director with equipment purchases
- Other duties as assigned

## **Job Specifications:**

### *Education:*

- High School Diploma or G.E.D. required volunteer
- Bachelor's degree from an accredited college or university, preferred

### *Experience:*

- Minimum five years of warehouse experience
- Inventory management experience

### *Knowledge, Skills, and Abilities:*

- Ability to work with a diverse group of individuals
- Strong supervisory and management skills
- Computer and database proficiency
- Effective interpersonal and problem-solving skills
- Familiarity with inventory systems & Microsoft Office & Outlook
- Strong math skills
- Ability and willingness to drive food bank vehicles including 30' box truck with manual transmission
- Ability to operate a motor vehicle, forklift, or pallet jack
- Ability to use hands to finger, handle or feel; reach with hands and arms; and talk or hear
- Ability to regularly lift and/or move objects up to 25 pounds with ease, frequently lift and/or move objects up to 50 pounds, and occasionally lift and/or move objects that weigh more than 100 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Demonstrated ability to maintain a level of professionalism, promoting York County Food Bank's community spirit and mission.
- Committed to organizational mission of ending hunger

### *Other Requirements:*

- Must have or obtain DOT Medical Card
- Valid Forklift certification
- Satisfactory safe driving record
- Ability to perform small repairs and "handyman tasks" is preferred

**Job Context:**

- Indoor warehouse, varying temperatures due to weather and season
- Outdoor storage trailer
- Frequently indoors and outdoors
- Frequently required to stand; walk; and stoop, kneel, crouch or crawl.
- Occasionally required to sit and climb or balance.
- Desk in warehouse
- Dress appropriate for weather and for laborious work
- Regular business hours; extended hours when necessary and for special events.  
Must have flexibility to work some evenings/weekends

**Approvals:**

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

The Duties and Responsibilities, Skills and Abilities listed above are not intended to be an exhaustive list for this position. They are intended to be exemplary of the level and complexity of work generally performed by a person in this job. The duties and responsibilities may be changed due to evolution of the position or to reflect the special abilities or disabilities of the person in the position.

I have read the above job description, understand the duties and responsibilities, can perform the duties and responsibilities with or without accommodation, and I support the mission of the York County Food Bank.

\_\_\_\_\_  
Employee Signature

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Date