

## Job Description

**Title:** Warehouse Coordinator

**Reports to:** Food Programs Coordinator

**FSLA Status:** Non-Exempt

**Job Status:** .5-.75 FTE (20-30 hours/week)

**Supervises:** Warehouse Volunteers

**Summary:** The Warehouse Coordinator is responsible for the management and maintenance of the Catholic Charities food pantry warehouse, ensuring a clean, safe, and organized environment and a well-stocked food supply to benefit clients of the CCCNMO program. Also responsible the daily transportation and inventory of donated food, and maintenance and safe handling of the vehicles, machinery, and tools used in the course of daily business. Represents the agency in the community and among donors and suppliers.

Possesses a strong commitment to the mission of Catholic Charities including the understanding of Catholic Social Teaching and ability to demonstrate the philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Charities adheres to the social and moral teachings of the Catholic Church.

## Essential Duties and Responsibilities

### Warehouse Management

- Maintain a clean, well-organized, and safe arrangement and storage of food items in the pantry warehouse.
- Inspect product donations to assure that safety and sanitation standards are met.
- Store refrigerated and frozen products in appropriate areas in cooler and freezer with identifying tags. Dry product is put in proper location.
- Have working knowledge of Feeding America's warehouse practices and pertinent manuals and materials related to food bank operations
- Rotate warehouse items as appropriate
- Ensure warehouse equipment, vehicles and facilities are in good working order; conduct or schedule preventative maintenance on vehicles as needed and comply with MODOT regulations and maintain proper vehicle logs on a daily basis.
- Assure cleanliness of equipment, vehicles and entire warehouse.
- Ensure all food storage areas meet health code requirements and receives excellent ratings on health inspections.

- Observe safety practices while in the warehouse as well as operating warehouse equipment including, but not limited to, the forklift and pantry delivery vehicles. Alert Food Programs Coordinator of unsafe conditions/practices.
- Train, coordinate schedules and monitor 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.
- Maintain all current licenses, certifications and medical cards in accordance with State and Federal mandated requirements.
- Assure compliance with safety standards, MO Department of Health, MODOT and MO Dept. of Agriculture regulation and with all Feeding America warehouse operations standards

#### Food Handling

- Coordinate the pickup, unloading, and proper storage of donated foods from food drives, stores, restaurants, gleaning (post-harvesting) and other entities.
- Drive truck / van to pick up donations from stores and organizations in a timely manner
- Develop and implement efficient delivery schedules and routes
- Receive donated food; weigh and record receipt of food, sort and eliminate food items unfit for distribution to clients.

#### Recordkeeping

- Maintain records and inventory and prepares reports as required.
- Ensure inventory information is accurate, reliable and accessible; spot check inventory monthly. Notify Food Programs Coordinator of any risk for shortages or inadequate supply to meet client needs.
- Prepare documentation for shipping, receiving, unloading, and warehousing of product, as defined by CCCNMO policies and procedures, and ensure accurate computer entry of inventory data to ensure uniformity and quality to maximize efficiency and provide accurate and detailed reports.
- Maintain accurate records of vehicle operations and maintenance on a daily basis.
- Record fuel usage as well as miles/time data as required by food bank and other regulatory entities

#### Customer Service

- Maintain positive relations with agencies, food pantry staff, donors and volunteers to foster continued support and a professional working relationship.
- Provide excellent customer service to agency clients
- Promote team culture in all working relationships with staff and volunteers
- Work with volunteers when assigned to do so. Provide those volunteers with guidance as needed.

#### Other Duties

- Keep Food Programs Coordinator informed of trends, concerns, successes, and other issues requiring attention.
- Training and other duties as assigned

#### **Supervisory Responsibilities**

The position retains supervisory responsibility for all warehouse volunteers.

#### **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 and/or Experience**

High school diploma/GED and a minimum of two years post-secondary education; Bachelor's Degree in related field preferred.

Two years related work experience in a similar position preferred

A combination of post-secondary education and related work experience that totals a minimum of four years (combined) may be considered in lieu of a Bachelor's degree.

#### **Computer Skills**

Demonstrates proficient computer skills and familiarity of Microsoft Office software applications including Outlook, Word, Excel and PowerPoint. May also require the ability to use Access, and desktop publishing software as required. Ability to learn and effectively use various data collection and database management systems to record data as required. Demonstrates familiarity and proficiency with Internet tools and techniques for searching, extracting, and processing information.

#### **Workplace Ethics**

Treats people with dignity and respect. Inspires the trust of others. Works ethically and with integrity. Maintains and safeguards confidential information. Possesses a strong commitment to the mission of Catholic Charities including the understanding of Catholic Social Teaching and ability to demonstrate the philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Charities adheres to the social and moral teachings of the Catholic Church.

#### **Communication Skills**

Exhibits good interpersonal communications skills including the ability to establish and set strong personal boundaries. Keeps others adequately informed and exhibits good team building abilities. Expresses ideas and thoughts clearly in both written and verbal form. Exhibits good listening and comprehension skills; seeks clarification when needed and selects and uses appropriate communication methods. Ability to communicate and interact with a wide variety of people having diverse social



concerns and problems. Ability to communicate the mission and services of Catholic Charities both within the agency and community.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, business correspondence and procedure manuals utilizing proper English, grammar, punctuation and spelling; proofreads with accuracy and completeness to produce documents requiring minimal revisions by others. Ability to effectively present information and respond to questions from employees, managers, clients, and the public. Ability to respond professionally to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Certificates, Licenses, Registrations, Professional Knowledge**

Demonstrated ability to operate forklift and other warehouse equipment; a minimum of one year preferred

Knowledge of safe food handling/storage, product rotation and warehousing best practices.

### **Other Qualifications**

Ability to successfully pass a child abuse registry check and criminal background check, and requires completion of the Protecting God's Children VIRTUS training session.

Licensed to operate a motor vehicle and ability to meet agency auto insurance coverage requirements. Local travel required.

The work of Catholic Charities serves as an expression of the ministry of evangelization of the Roman Catholic Church by serving the poor and most vulnerable in our society. Although staff are not to proselytize, they are, however, expected to be guided in every way by the teachings of the Catholic faith in their daily work. These include church teachings on abortion, sterilization, abstinence, and the sanctity of the family as well as fidelity to the Catholic ethical religious directive of the United States Conference of Catholic Bishops. In addition, all staff are invited to attend periodic Catholic Masses. As employees of Catholic Charities, it is further expected that staff will adhere to the Diocesan code of conduct. Employees are expected to not only perform duties consistent with the Doctrines of the



Catholic faith, but outside of the workplace they are expected to refrain from publishing any communication in any form, electronic or otherwise, that affiliates them with Catholic Charities in a manner that is inconsistent with the doctrine of the Roman Catholic faith.

**Physical Demands**

Ability to lift and/or move items weighing up to 70 pounds consistently, up to 250 pounds occasionally, and to push items that may weigh up to 1,800 pounds.

Frequent lifting and bending; full range of motion in lower and upper extremities and use of back; long periods of standing

Must be able to withstand temperature changes from repeated exposure to cold while working with inventory in walk-in refrigerator and freezer

**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 noise level in the work environment is usually moderate.

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract.

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

Printed Name \_\_\_\_\_

Date \_\_\_\_\_