



## **Warehouse and Facilities Coordinator Job Description**

### **General Responsibilities:**

The Warehouse and Facilities Coordinator plays a key support role for all Food Bank, Thrift Store and Backpack program operations. The WF Coordinator will assist with day-to-day receiving, inventory management, stocking, and distribution. They will also assist on Food Bank serve days with other staff and a dedicated team of volunteers. The WF Coordinator engages with staff and volunteers on a regular basis, and will help maintain a high quality, collaborative, fun and engaging workplace environment. The WF Coordinator will also regularly interact with donors, fellow nonprofit collaborators and community stakeholders – and shall maintain a professional and friendly demeanor when doing so.

The WF Coordinator will also identify and schedule handy-person small repair duties, coordinate regular maintenance on all equipment and contract trade professionals for repairs and special projects. Lastly, the WF Coordinator will also assist with fleet management, such as small repairs, or coordinating shop appointments, working with volunteer drivers and helping the Food Bank Manager with logistics communication needs. Other duties may expand based on need, interest and availability. The schedule is generally Tuesday-Saturday with some flexibility and reoccurring 3-day weekends. Position offers \$21/hr to start, full time, medical and dental benefits, paid time off, and paid professional development opportunities.

### **Primary Responsibilities:**

#### ***Warehouse and Client Serve Support***

- Assist with all aspects of warehouse and foodbank operations, including: receiving and moving freight, driving the forklift and electric pallet jacks (paid training), breaking pallets and stocking shelves, replenishing during serve, working withing a collaborative team alongside other volunteers and staff members in order to assist clients with kindness, patience, dignity and respect.
- Share opening and closing duties of the food bank, as directed
- Assist with other aspects of food and resource procurement, including: sort incoming donation and food drive products for quality, expiration dates, and recalls; assist with monthly and annual inventory, assist with the team effort of cleaning, breaking down boxes, removing waste, etc.
- Attend regular meetings on various internal group and program needs to collaborate on decisions about procurement, flow, client services, upcoming events, or projects, etc.
- Communicate effectively with clients, staff, and volunteers.
- Certified/able to run a forklift and ability to use a pallet jack consistently. Drive the box and refrigerated trucks safely.

- Ensure that distribution days are a positive experience for clients, volunteers, and donors.
- Lead by example and makes decisions that are ethical, equitable, fair, transparent and aligned with the organization's mission.

**Skills Required:**

- Experience with Computer and email programs, such as Microsoft Office and Outlook
- Experience with small repair home and maintenance (such as small painting or carpentry jobs, very light plumbing or furniture repairs) handling light-duty tools such as drills, skill saws, etc.
- Proven ability to work collaboratively with others and able to work independently
- Excellent interpersonal skills, a collaborative mindset and a friendly demeanor
- Solid sense of discretion and professionalism; alongside empathy and compassion for those experiencing resource insecurity
- Able to push a cart weighing up to 200+ lbs. to the parking lot and back. Carry supplies/equipment weighing up to 40 lbs. Retrieve product and supplies (requires lifting or carrying up to 40 lbs. unassisted, reaching overhead and climbing stairs, ladder, or step stool).
- Effectively complete multiple tasks with accuracy despite frequent interruptions
- Ability to walk and stand for extended periods of time
- Able and willing to get a food handlers card within the first two weeks of employment.
- Must be willing and able to drive one of our Food Bank vans and provide proof of insurance with a clean driving record.
- Must pass a background check prior to employment.
- Ability to work 3 Saturdays per month.

**Beneficial Skills; *Additional skills or expertise welcome and may impact position title and pay***

- Advanced carpentry and or facilities and maintenance experience
- Spanish or other language proficiencies
- Professional experience working with vulnerable populations, such as youth, seniors and/ or those experiencing homelessness, addiction, or mental health barriers.
- Any skills or training relevant to the position

**Wage and Benefits:**

- \$19-\$22/ Hour based on experience - reviewed annually
- Full-time position T-Sat with regular Saturday offs, 3-day weekends on rotation.
- 80% employer paid health, dental and vision benefits for the employee.
- EAP program for supportive mental health needs
- Professional development support for paid workshops and training

Please send your resume and cover letter to [Director@SCFBS.org](mailto:Director@SCFBS.org) to inquire