

Position Description

The Food Depot

JOB TITLE: Volunteer Operations Coordinator Non-Exempt

REPORTS TO: Director of Warehouse Operations PT – up to 25/hrs weekly

SUPERVISES: None **SALARY RANGE:** \$14.00 - \$20.50/Hour

JOB SUMMARY: Responsible for all aspects of volunteer program in warehouse, handling inventory in accordance with all applicable policies, procedures, standards and program guidelines.

PRINCIPAL RESPONSIBILITIES:

- Prepares volunteer areas; works with staff to identify projects and needed supplies
- Ensures appropriate support and training for volunteers
- Works with Volunteer Relations Coordinator to document and log volunteer hours in volunteer tracking system; reports hours
- Collects and manages feedback from all parties involved in volunteer activities; shares feedback with staff to acknowledge strengths, successes and to make improvements for future volunteer activities
- Maintains positive customer relationships with volunteers, partner agencies and donors
- Ensures that all stock and inventory items are maintained in accordance with all applicable policies, procedures, standards and program guidelines – executes physical count
- Ensures the proper maintenance and recording of inventory levels for food and nonfood items
- Handles food according to safe food handling practices
- Maintains and safely operates all trucks and warehouse equipment, including forklifts and pallet jacks; operates scales to weigh inventory items
- Assists in the maintenance and care of the facility and equipment; assists in the safety and sanitation of facilities and equipment through compliance with The Food Depot guidelines and any applicable local, state or federal laws or regulations
- Observes all local, state, and federal regulations in warehouse operations/vehicle transport
- Contributes to building a positive team spirit; puts success of team above own interests
- Complies with all The Food Depot policies, procedures and systems
- Is consistently at work and on time
- Performs related duties as required or assigned; assists other departments as requested; may work evenings and weekends, as needed

Qualifications

- High school diploma or general education degree (GED); or one to three years related experience
- Demonstrate a commitment to the mission and values of The Food Depot
- Must be able to effectively communicate and interact with coworkers, managers and customers; ability to effectively communicate problems and issues
- Excellent people skills

- Must be computer literate. Knowledge of Microsoft Word, Excel, inventory database experience a must
- Commitment to accuracy and thoroughness

Employment Requirements

- Negative Pre-employment Drug Screening
- Clean Driving Record – New Mexico Driver's License
- Successful Completion of Forklift Training provided by The Food Depot

Physical Environment

- Primary work is in a warehouse environment
- Must be able to get into a forklift and operate all of the controls
- Employee can be exposed to extreme hot or cold temperatures
- The employee must frequently lift and/or move up to 50 pounds
- The employee must be able to load and unload items into and out of truck
- The employee must be able to operate forklift and pallet jacks
- The employee is frequently exposed to moving mechanical parts
- The noise level in the work environment is usually loud

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

I have read the above job description. I meet the qualifications and can perform the duties as described.

Employee Signature

Date