St Louis Area Foodbank (SLAFB)

JOB DESCRIPTION

**Job Title: Volunteer Center Coordinator**

**Job Grade: 8**

**Immediate Supervisor: Volunteer Center Manager**

**Employees Supervised: None**

**FLSA: Non-exempt**

**General Description/Position Summary**

Position responsible for coordinating the volunteer base for the repackaging of donated and government food for distribution to member agencies.

**Duties and responsibilities**

* Coordinate with Volunteer Center Manager and Inventory Manager the storage and rotation of product in an efficient, organized and safe manner. Assist Receiving Department by verifying incoming product, providing Receiving Storage Maps for racking incoming products.
* Work with Volunteer Center Manager to plan volunteer packing projects and update the Production Calendar as needed
* Daily work with VC Manager and team to ensure product is in place for each shift
* Provide inventory reports to management as needed
* Work with Warehouse Team to ensure that all product is labeled and racked accurately. Rotate and remove product as directed
* Conduct accurate count of physical inventory as determined by Volunteer Center Manager to help manage inventory
* Assist in inventory reconciliation; may product related reports. Assist in various duties pertaining to maintaining accurate inventory
* Coach volunteers and coordinate volunteer assistance to secure program quality in product repackaging
* Work with Director of Operations and Volunteer Center Manager in securing supplies to be used by the volunteers; this included but not limited to: tape, shrink wrap and boxes
* Lead volunteer orientation at the beginning of shifts? Purpose of the orientation is:
  + To educate about hunger and the Foodbank’s role in fighting it, explain the project they will work on, guide a tour through the Foodbank facility at the end of the shift to encourage continued support as volunteers and supporters
  + Ensure volunteer safety during shift by explaining the project shift by explaining the project to the volunteers in terms of safe warehouse practices
* Lead specific project orientation, discuss/demonstrate how to repack food within AIB guidelines
* During shift monitor the work of the volunteers to ensure they are following procedures
* Complete weekly volunteer attendance reports and update master reports on the share drive
* Responsible for following safe workplace policies
* Responsible for following policies and procedures related to food safety and equipment safety
* Take an active role in reinforcing safe work practices
* Assist other Departments (agency, development and communication depts) at special events (ie. Food Fairs and Fund-Raising events).
* Learn to work with system, create pallets, print labels utilizing pounds from assigned item numbers

**Qualifications**

* High school diploma or GED, and warehouse experience
* Skilled in the safe operation of standard warehouse equipment
* Proficient in basic math
* Ability to operate a computer, including sending and receiving electronic mail, and preparing basic memos and reports
* Ability to manage multiple projects with attention to detail, ability to handle interruptions, maintains focus on tasks and produce accurate work
* Ability to communicate effectively both verbally and in writing
* Ability to establish and maintain effective working relationships with diverse stakeholders
* Ability to work independently and as part of a team
* Working knowledge of English grammar, spelling and usage
* Must be able to pass drug screening and criminal background check

**Working Conditions**

Work is performed in warehouse with a significant amount of walking on concrete surfaces. Entrances may be open and work conditions during the summer months can be very hot, and during the winter very cold. Employee may be going in and out of freezers and coolers with extreme variations in temperature. Workspace could be very dusty, and on occasions can be noisy due to the traffic of motorized vehicles operated in the building. Periodically may work outside and be exposed to the elements. Employee may be exposed to spoiled food and sharp objects due to working with damaged product. Work involves moving boxes and employee must lift, bend, stoop, pick up and move objects up to 75 pounds. Work involves using manual pallet jacks and there fore requires an ability to push and pull pallets over 2.000 pounds.

May work evenings and weekends due to special events and other projects related to timely and accurate warehousing and distribution of product. Ay travel overnight to attend meetings.

*This job description does not list all the duties of the job. Performance of other duties may be requested. Evaluations will be in part based upon performance of the tasks listed in this job description. St. Louis Area Foodbank has the right to revise this job description at any time. The job description is not a contract for employment*.

**I have read, understand, and am able to perform all the tasks of the Volunteer Center Coordinator position as described within.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Date