

Community Connection of Northeast Oregon, Inc.
Position Description
Food Bank Warehouse & Distribution Coordinator
Salary Range 9 (\$16.45 - \$21.56 per hour)

Position Classification	
Salary	
Hourly -----	X
Overtime Exempt	
Overtime Non-Exempt ---	X
Safety Sensitive	

GENERAL STATEMENT OF DUTIES

To coordinate the flow of food and products to and through the Food Bank Network in a safe, timely, accurate and equitable manner. Provide program support to the Food Bank Manager. Assist manager, other staff, and partners with food drives. Weekly schedule will vary due to shipments, allocations, trucks, deliveries, and food drives.

SUPERVISION RECEIVED

Works under the general supervision of the Food Bank Manager.

SUPERVISION EXERCISED

Supervises work of warehouse volunteers.

TYPICAL EXAMPLES OF WORK (Any one position will not usually involve all the duties listed, and many positions involve duties which are not listed.)

1. Receive and safely unload all deliveries with forklift.
2. Maintain an organized, clean and efficient warehouse. Maintain, service and clean all warehouse equipment, floors, and the surrounding areas. Trash removal, cardboard recycling, sweeping, mopping, and snow shoveling are required.
3. Set up local food pantry orders which requires lifting, carrying, pulling, pushing, reaching, manipulating boxes, bending, stooping, and standing. Schedule order pick up times with local partners.
4. Keep accurate inventory records on all received product and product being distributed. Inventory all received product; label if necessary.
5. Manage outside storage when and if necessary.
6. Keep propane tanks filled and ensure safe handling and storage of tanks.
7. Schedule routine service on warehouse equipment. Monitor cooler/freezer temperatures and call for repair if necessary.

8. Organize food drives and receive donations.
9. Order food, allocate food to local pantries, prepare invoices, maintain reports, filing, and other record keeping activities as needed.
10. Keep Food Bank Manager informed of any and all changes, problem areas or successes within the distribution and receipt of products.
11. Travel throughout Baker, Grant, Union and Wallowa counties.
12. Other duties as assigned.

REQUIRED EDUCATION, SKILLS, AND TRAINING

~ High School Diploma or GED, one-year warehouse experience, must have a valid Oregon Driver's License and an acceptable driving record. Must be proficient in the operation of a forklift and pallet jacks.

~ Must have basic math skills; good communication skills in English (both verbal and written); basic computer skills (internet, spreadsheets and word processing); basic office skills and good customer service skills and be able to work in a professional manner with other staff, volunteers and community partners. Must have the ability to lift up to 60 pounds (on a continuous basis).

~ Must be knowledgeable of Oregon Food Bank's regulations for Partner Distributing Organization Warehouses. Maintain compliance with all warehouse regulations. Participate in yearly monitoring from the Oregon Food Bank and incorporate feedback. Must be able to complete job assignments in a timely manner with little supervision and be able to work in a safe and productive manner and train other staff and volunteers in the procedures necessary to maintain a safe work place.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

~ Position requires standing, walking, sitting, bending, lifting, carrying, pulling, pushing, reaching, bending, stooping, and kneeling.

~ Ability to lift continuously and consistently objects up 50-75 pounds, up to approximately 20,000 pounds per week.

~ Noise elevation due to forklift or general warehouse environment, may be frequent.

~ Driving, walking and loading resources in and out of vehicles during inclement weather will be a required part of this position.

Must pass a pre-employment drug test and criminal history background check.

Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

If you need assistance or an accommodation due to a disability, you may contact us at jobs@ccno.org or you may call us at 1-541-963-3186.
