

Position Overview

Warehouse Coordinator - Forklift Driver

Marion Polk Food Share is the regional food bank serving Marion and Polk Counties. Support from our local community makes it possible for the Food Share to collect and distribute nutritious food for children, adults and seniors through more than 100 partner programs, including food pantries, meal sites and home-delivered meals and to carry out programs to address the root causes of hunger.

The mission of Marion Polk Food Share is *to bring people together to end hunger and its root causes.*

At the Food Share, our commitment is to:

- *Treat all people as our neighbor*
 - *Encourage creativity and be willing to take risks*
 - *Listen first and seek to understand*
 - *Focus on shared goals*
 - *Celebrate diversity, ensure dignity and act equitably*
-

Statement of Purpose: The Warehouse Coordinator plays an essential role in the safe and efficient flow of products through the warehouse. Provides exceptional customer service and a positive experience for Food Share Staff and members of the public who join with us to end hunger.

Summary of Role: The Warehouse Coordinator is responsible for the efficient movement of food inventory and supplies throughout the warehouses, freezer/coolers and side yard while keeping areas organized, accessible and safe. This position will develop strong relationships with warehouse department supervisors, teammates, partner agencies and community members.

Core Areas of Responsibility

- *Inventory Management*
- *Promotes safe product/supply flow and warehouse environment*

This position has no supervisory responsibilities but may provide leadership, guidance and training to volunteers.

Areas of Responsibility, Evaluation and Essential Functions:

- **Inventory Management.**
 - Stores product by designating storage areas; adjusts storage areas according to production and shipping requirements; updates location database
 - Manages product flow between multiple warehouses, regularly restocks picking aisle according to the daily replenishment report and first in, first out (FIFO) standards
 - Stages product for shipment according to a daily delivery and shipment schedule; may direct movement to staging areas; resolves problems
 - Records and maintains accurate order and inventory data in paper and electronic records. Performs regular cycle counts to ensure accurate inventory.
 - Uses inventory software to receive and label inventory accurately.
 - Regularly works in sub-zero temperatures while rotating and stocking food inventory in large industrial freezers.
 - Some work done outside at all times of the year in varying elements, such as loading/unloading agency and vendor vehicles, side yard upkeep and other tasks as necessary.
 - Responsible for keeping the warehouse neat and well-organized by sorting inventory and stocking the warehouse with these items. Sweeping and light cleaning duties are also necessary to maintain warehouse cleanliness.
 - Provides assistance to other employees and participates in other general warehouse duties as needed, such as order pulling, sorting food and organizing warehouse dunnage (tubs, field totes, boxes, milk crates, recycling, etc.)
- **Promotes safe product flow and warehouse environment.**
 - Safely operates a forklift, electric pallet jack, delivery truck and other mechanized equipment. Work is performed using this equipment at least 80-90% of the time.
 - Able to work in an unconventional warehouse environment with frequent interruptions, repeated requests from team members, and non-warehouse Food Share staff and community members walking through the work area who may not be familiar with warehouse flow.
 - Receives, sorts and stages food products in warehouse while keeping goods free from damage and consistent with food safety best practices.
 - Maintains a courteous and professional work environment for volunteers, staff, partner agencies and community members.

- Assists in loading and unloading trucks for food distribution. Rides with drivers to assist with deliveries as needed.
- Promotes a safe work environment and informs Warehouse Manager of any accidents or incidents while on the job.
- Assists in maintaining cleanliness of warehouse, freezers, coolers and any Marion Polk Food Share property.
- Responsible for daily inspections of warehouse equipment, such as fork lifts and pallet jacks.
- Acts as back up driver when needed.
- Other duties as assigned¹

Education and/or Experience; Certificates/Licenses/Registrations:

- Minimum 2 years forklifting experience
- Prior experience in shipping/receiving warehouse environment or inventory management.
- Fork lift and pallet jack certification required.
- Basic math and reading skills, with legible handwriting.
- Basic computer skills in Microsoft Office. Experience in inventory management software or ability to quickly become proficient in it.
- Valid Oregon Driver's License and auto insurance required. Ability to maintain insurability under the Food Share insurance provider.
- Current food handlers card or obtain one within 30 days of hire.
- Must pass pre-employment drug screen and full background check, including driving record check.

Necessary Knowledge, Skills and Abilities:

- Excellent written and verbal communication skills. Must be able to communicate in person, by phone and in writing.
- Knowledge of food safety and safe handling procedures.
- Able to work with volunteers, staff and community partners as part of a team.
- Able to work well under pressure with frequent interruptions and shifting priorities, exercise sound judgement daily and maintain a patient and professional demeanor around others and in shared work spaces
- Able to work a flexible schedule as needed for special events, nights or weekends.
- Able to lift up to 50 pounds and perform work while seating or standing for a prolonged period of time.
- Ability to push/pull loads up to 1500 pounds on carts and pallet jacks.

Job Conditions:

Work is primarily performed using a forklift, electric pallet jack, delivery truck and other mechanized equipment at least 80-90% of the time. Work may be performed standing, kneeling, bending or sitting for prolonged periods of time. Work may be performed at a work station, outside or in a warehouse environment. Will frequently lift, move and carry objects in excess of 50 pounds. Work is subject to varying indoor and outdoor temperatures and road and walkway surface in all seasons. May work or travel out of the local area and work outside normal working hours, such as evenings and weekends, on occasion. Work in excess of 40 hours per week during peak business periods may occasionally be required.

Title	Warehouse Coordinator-Forklift Driver	Department	Operations
FLSA	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Starting Pay Range	\$15.52 - \$18.24
Status	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Hours Per Week	40
Reports to	Warehouse Manager	Date of Last Revision	10/22/20
Alternate Title(s)		Grade	F
Employee Signature			
Supervisor Signature			
HR Signature			

ⁱ This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The Food Share has the right to revise this job description at any time. The job description is not a contract for employment.

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily with or without a reasonable accommodation. EOE.