



**POSITION TITLE:** Food Warehouse Coordinator

**DEPARTMENT:** Kitchen/Dining Room

**REPORTS TO:** Director of Kitchen Services

**POSITION SUMMARY:** This position will work directly with the Director of Kitchen Services. This position coordinates and supervises the overall operation of the central food storage facility. Employee is responsible for the daily operation of the warehouse including the receipt, sorting, storage, and distribution of all donated and/or purchased food and non-food items.

**SALARY RANGE:** \$13.00 - \$15.00 per hour, non-exempt.

**SCHEDULE:** Monday through Friday 7:30 a.m. to 3:00 p.m.

### **POSITION REQUIREMENTS**

**EDUCATION:** High School Diploma or equivalent.

**EXPERIENCE:** A minimum of two-years of previous experience working in a warehouse environment. Experience operating a forklift, standup and pallet jack.

**POSITION KNOWLEDGE:** Perform basic math, including calculations using fractions, percent, and/or ratios. Understand written procedure, and speaks clearly. Knowledgeable of safety practices and procedures. Knowledgeable of health and sanitation requirements for facility and food storage.

**LICENSE:** Must possess a valid California driver's license, proof of auto insurance and/or have access to reliable transportation.

### **PRINCIPAL DUTIES**

1. Works closely with Director of Kitchen Services to ensure that all required food items for daily meal preparations are stored and distributed for use.
2. Plans, schedules, and supervise the receiving, storing, transporting, and distributing of donated items, principally perishable and non-perishable food items.
3. Rotates inventory through the practice of FIFO.
4. Trains and supervises volunteers in the operation of the warehouse and the procedures for receiving donations from donors.
5. Oversees the distribution and transportation of food items to Kitchen as needed.

6. Ensures that warehouse is maintained and kept in a clean and orderly manner and that all donated items are properly stored.
7. Conduct routine physical inventories and safety inspection.
8. Assist donors/vendors in removing items from their vehicles and ensures that donation receipts are provided as necessary.
9. Inspects food items and/or supplies received for complying with mandated health requirements.
10. Performs other duties as assigned.
11. Will embrace our mission statement and work to enrich the lives of the clients we serve.

St. Mary's Dining Room's mission is to respond to poverty in San Joaquin County by feeding the hungry, caring for health issues and restoring human dignity to over 700 individuals each day.

jdFoodWarehouseCoordinator