



Position Description

POSITION TITLE: Volunteer Production Coordinator
DEPARTMENT: Operations and Supply Chain
REPORTS TO: Volunteer Production Supervisor

DATE: May 2021

FLSA: Non-Exempt

Want to make a difference in your community? Every day, a group of talented, passionate, kind, hard-working people come together with one goal in mind – to improve our world. Specifically, we want to be sure that people in need of food receive help. We're working to *End Hunger in Our Community*.

As with other disasters our community has experienced, we find ourselves on the front lines of response and need your help to support our effort. We are looking for a driven, pragmatic individual to add to our team of highly motivated hunger relief workers.

We have a strong set of Core Values developed by and for our team. We want to be clear with one another who we are when we come to work. The overarching themes are – Show Up Together, Bring the Joy, Nurture Each Other, and Seek Excellence.

We provide food to 100,000 people throughout the year (1 in 6 people!). We consider our efforts to be noble, and the fight just.

JOB SUMMARY

Under the direction of the Volunteer Production Supervisor and with customer service, efficiency, and safety as a priority, the Volunteer Production Coordinator is accountable to communicate and facilitate volunteer projects using heavy equipment, such as forklifts and electric pallets jacks. The Volunteer Production Coordinator collaborates with the internal Supply Chain team, and the Volunteer Program Coordinator within the Development Department to set and plan volunteer project based upon company priorities, inventory and special projects.

MAJOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. To perform this job successfully, an individual must have regular and reliable attendance and be able to perform each essential function from the list below satisfactorily, with or without reasonable accommodation.

- Collaborate with the Volunteer Program Coordinator regarding forecast of needs and timing to enable scheduling the sufficient number of volunteers.
- Set up volunteer areas by safely maneuvering product, pallets and totes in and out of rooms and/or volunteer areas with heavy equipment.
- Assist in the communication of the project process and rules to the volunteers, including safety measures relating to the volunteer tasks, including bending, stretching, lifting and standing for the entire shift.
- Encourage volunteers throughout shift.
- Acknowledge the volunteer efforts and results.
- Maintain a safe and clean work environment.
- Support and setup volunteer projects in accordance with the demand provided by Operations and Supply Chain team.
- Communicate issues and or needs related to volunteer rooms and projects.
- Other duties as required within the logistics function.
- Maintain AIB and Feeding America standards.

SKILLS AND QUALIFICATIONS

- Ability to communicate effectively, verbally as well as in writing.
- Ability to establish and maintain effective working relationships.
- Ability to be proactive, take initiative and to work collaboratively.
- Deadline and detail oriented.
- Ability to understand and communicate processes and procedures.
- Ability to safely operate material handling equipment.
- Ability to work with staff, customers and volunteers from diverse backgrounds.
- Principles and practices of safety programs.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

The work environment consists of a busy warehouse environment and operating vehicles on roadways where safety is a top priority. Candidates will need to have the ability to work under deadlines that may require overtime and weekend work on a periodic basis.

Reasonable accommodation will be provided to enable qualified individuals with disabilities to perform the essential functions of the position so long as it does not cause an undue hardship on the REFB.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to type, finger, handle, and feel; talk and hear. The employee is frequently required to reach with hands and arms above and below shoulder level. The employee is occasionally required to sit, crouch, and bend down at the waist. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

During a disaster, you and your family's safety is the first priority. As an essential service provider and, at times, a first responder, you are requested report to work as needed, or, at a minimum, to communicate your inability to report to work to your supervisor. Depending upon the nature of the emergency, regular staffing responsibilities may change.

SHARED COLLECTIVE RESPONSIBILITIES

With a goal of creating a cohesive working community, all staff are required to treat one another respectfully and operate with our Core Values as their operating principles. Consider the following:

- Create a safe space to allow and invite truth telling to occur.
- Act with honesty, trust and transparency and deliver on my commitments.
- Be present for the people who work in front of me today.
- Maintain an open mind and be open to different points of view.
- Consistently seek to do better and offer my best self.
- Practice empathy and understanding with all people
- Learn from failure, mine and others

**POSITION DESCRIPTION ACKNOWLEDGEMENT
VOLUNTEER PRODUCTION COORDINATOR**

I acknowledge that I have received a copy of this job description.

I understand that:

- This job description does not represent an employment contract and that my employment relationship with the REFB is at-will
- This position description is subject to change and other functions may be assigned/reassigned at management's discretion at any time
- I understand that I am expected to adhere to all company policies

It is my responsibility to:

- Read the job description
- Ask questions if I need additional information or clarification regarding items covered in this job description
- Work with management should the need for a reasonable accommodation present itself

Employee Name (printed)

Date

Employee Signature

Date