



Position Description

POSITION TITLE: Logistics Coordinator (2nd Shift)

DEPARTMENT: Operations

REPORTS TO: Warehouse Supervisor

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.

Now you know about us. We're excited to find out if you're the right one to join us in this most important work.

JOB SUMMARY

The Logistics Coordinator's primary responsibility is to verify and load orders for the following day's routes. This is done with safety, efficiency, capacity, and customer service in mind. The Logistics Coordinator is also responsible for storing, moving, shipping and restocking product, performing inventory cycle counts, and assisting drivers as they return from routes.

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.

- Verify orders for accuracy and configuration according to pick list.
- Load orders based on route and truck capacity while keeping safety and capacity in mind.
- Unload trucks and return accessories and products in their designated warehouse and yard locations.
- Adhere to logistics procedures, and regulatory-compliance.
- Complete documentation; pick lists, dump logs, and inventory transactions.
- Accurately record shipment data; weight, pallet count, quantities, damages, and HACCP CCP data.
- Operate forklifts and pallet jacks with the upmost safety.

- Rectify problems such as damages, shortages and quality non-conformance.
- Document and escalate customer service issues, order, receiving, inventory, and shipping errors.
- Develop constructive and cooperative working relationships.
- Verify orders and load trucks per truck schedule.
- Perform cycle count procedure per schedule.
- Maintain AIB and Feeding America standards.
- In the event of a disaster all REFB staff are expected to be available for work once they have secured the safety of their homes and families.

SKILLS AND QUALIFICATIONS

- Ability to understand and communicate processes and procedures.
- Accurate data entry and transaction experience.
- Microsoft Office and Primarius, including PWW, proficiency.
- Ability to be proactive, take initiative and to work collaboratively.
- Deadline and detail oriented.
- 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 where safety is a top priority. Employees must have the ability to work well under deadlines that may require overtime and weekend work on a periodic basis.

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.