



Hays County Food Bank
220 Herndon St.
San Marcos, TX 78666
(512) 392-8300
www.haysfoodbank.org

Position Description

Job Title:	Warehouse & Facilities Coordinator
Reports To:	Programs Manager
Location:	Hays County Food Bank Office
Classification:	Full-Time, Non-Exempt

Position Summary

Under the direction of the Programs Manager, the Warehouse & Facilities Coordinator oversees the day to day operations of Hays County Food Bank, including but not limited to the supervision and coordination of Food Bank volunteers, facility cleaning and maintenance, processing of food donations, documentation of food pounds distributed, monthly statistics and reports as required.

This position requires physical activity.

Duties and Responsibilities

Warehouse Operations

- Provides for the clean, safe and efficient operation of the food bank
- Processes food donations and food intake
- Works closely with Warehouse Team and volunteers to ensure smooth delivery of services
- Manage volunteers in the warehouse
- Organizes the processing and warehouse areas for optimal workflow and efficiency
- Maintains logs on cooler, freezer and other machinery in warehouse
- Coordinates and manages food storage and inventory
- Manages and works alongside volunteers in the warehouse

Food Distribution

- Works with the Warehouse Team and volunteers to allocate and prepare food for distribution
- Food Safety –
 - Instructs all volunteers and staff on safe food handling procedures
 - Ensures the safe transportation, storage, and handling of food following health department guidelines
 - Possess a current Texas Food Handler Certificate or willing to get a certificate upon hiring.

Facility Maintenance

- Oversees and participates in regular cleaning of building, restroom, break room and administration areas.
- Identifies needed repairs and reports to the supervisor.
- Implements and maintains food defense plan

- Other duties as assigned

Qualifications

- **Clean driving record with no citations within the past three years.**
- Ability to handle multiple tasks at the same time in a professional manner
- Ability to prioritize work and complete work in a timely fashion
- Ability to be open minded about new work ideas and methods
- Ability to problem-solve on various issues as they relate to the food bank
- Ability to comprehend and interpret documents such as safety rules, operating and maintenance instructions and policy and procedures manuals
- Ability to prepare routine reports and correspondence
- Ability to communicate effectively with employees/clients of the organization
- Previous experience in logistics and operations management preferred
- Experience with Google Drive
- Must have a high school diploma or equivalent

Working Conditions

- Work is performed in a warehouse with a significant amount of walking on concrete surfaces.
- Work conditions during the summer months can be very hot, and during the winter, very cold. Employees may be going in and out of freezers and coolers with extreme variations in temperature. Certain work requires prolonged time (i.e. the majority of a shift) working within the freezer at sub-zero temperatures.
- Workspace can be very dusty, and on occasion, can be noisy.
- Work may be done outside on occasion, with employees being exposed to the elements (heat, rain, wind, etc.).
- Employees may be exposed to spoiled food and sharp objects due to working with damaged products.
- Work schedule will vary and may include work on evenings, weekends and holidays due to special events, inclement weather, and other projects related to timely and accurate warehousing and distribution of product.

Physical Requirements

- Ability to bend, stoop, lift, and move objects weighing 50+ pounds on a regular basis
- Ability to push and pull objects weighing up to 2,000 pounds with the use of a manual pallet jack
- Ability to drive delivery vehicles with a clean driving record.

Work Schedule:

- **Monday - Friday 8AM - 4:30 PM**