



Food Pantry Logistics Coordinator

JOB SUMMARY:

The PACS Food Pantry operates Monday – Friday and the Mobile Food Pantry that serves communities eight days per month. The Pantry also collects food on Sundays. The Food Pantry Logistics Coordinator reports to the Food Pantry Manager and is responsible ensuring the efficient logistics management (to pick up food from grocery stores and Oregon Food Bank), intake and processing of food donations. The position assists in maintaining records ensuring that food handling safety practices and equipment operation procedures are followed, and coordinates work with other team members. Externally, the position requires interactions with the Oregon Food Bank and with grocery stores providing PACS with food donations.

HOURLY RATE AND STATUS: \$12.50 – 14.00 - Part-time 24 hours/week
(Hourly)
Note the previous version had a typo on the hourly rate.

DUTIES AND RESPONSIBILITIES:

- Support and advance the mission of PACS
- Maintain a positive team environment that fosters the respect, inclusiveness, dignity and growth of volunteers and staff working in Food Pantry work area.
- Coordinate with drivers and riders, the pickup of groceries according to schedule
- Ability to problem-solve when scheduling conflicts arise
- Communicate and cooperate with supervisor, coworkers, and volunteers
- Make recommendations for improving the operation of the Food Pantry and Mobile Food Pantry.
- Assist in managing inventory in conjunction with the Oregon Food Bank and other donors.
- Maintain relationships with the Oregon Food Bank, community advocacy networks, and other partner organizations.
- Operate and support the maintenance of warehouse vehicles and equipment
- Operate warehouse equipment such as hand trucks, pricing guns and scales.
- Assist in maintaining monthly records, statistics, and expenditures
- Complete records according to procedures
- Perform inventory controls and keep quality standards high for audits
- Receive and process warehouse stock products (pick, unload, label, store)
- Keep a clean and safe working environment and effectively manage storage space.
- Practice exemplary food handling procedures
- Follow quality service standards and comply with procedures, rules and regulations
- Other duties as assigned

QUALIFICATIONS:

- Minimum of high school education or GED.
- Experience working in warehouse setting preferred.
- Good organizational and interpersonal communication skills
- Ability to lift heavy objects (up to 50 pounds)
- Ability to obtain a forklift license and food handler card after hire (PACS will pay fees)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Time management and strategies for prioritizing and organizing work;
- Warehouse or related workflow operations;
- How to work in a team environment;
- Impact ethnicity, race, national origin, and gender have on communication and interaction;

Skill in:

- Coordinating work activities as part of a small team
- Risk management and loss prevention
- Ability to follow and improve work area policies and procedures;
- Communicating in a diverse environment;
- Problem-solving and ability to meet deadlines;
- Must perform work with an attention to details and accuracy.
- Maintaining internal and external partnerships.

Able to:

- Obtain a Multnomah County Food Handler Card (paid for by PACS)
- Operate a forklift and drive a box truck (no CDL required)
- Operate a variety of equipment such as a pallet jack, price labeling tools, dollies and carts
- Engage effectively with an ethnically and culturally diverse population;
- Effectively communicate with volunteers and co-workers;
- Work independently and in a team environment.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

Work is performed requires prolonged sitting, standing, physical exertion, carrying equipment and supplies, reaching overhead, and lifting up to 60 pounds.