



Warehouse/Logistics Coordinator Job Description

Overview

The Warehouse/Logistics Coordinator will oversee and assist with all aspects of logistics and pre-planning for Friends of the Poor food, furniture, and seasonal programming. This includes but is not limited to loading/unloading shipments, organization, delivering product to pantries, volunteer management, supporting Furnished by Friends, coordinating satellite pantries and more.

Responsibilities

- Maintain positive work atmosphere by behaving and communicating in a manner that fosters and maintains positive relationships with coworkers, volunteers, and clients.
- Maintain a clean and organized warehouse.
- Work with Jackson Terrace Pantry Coordinator to coordinate daily grocery store donation pickups and distribute across pantry locations, filling in as a driver when needed.
- Orient, schedule, and supervise volunteers for warehouse.
- Rotate food inventory at warehouse respecting expiration dates and assist with weekly and monthly ordering to replenish stock as needed.
- Assist Nutrition Advocate and Pantry Coordinators with completion of accurate reports in a timely manner to Food Bank and other required agencies.
- Coordinate and manage all shipments and donations.
- Work with pantry coordinators and volunteers to replenish and stock pantries.
- Drive various vehicles in fleet, from box trucks to minivans, and operate pallet stacker and electric pallet jack (training provided).
- Work with Warehouse Manager to support the Furnished by Friends program.
- Work with Nutrition Advocate to execute Senior Food Box Program.
- Hands on involvement in off-site events, including distributions special events.
- All other duties as assigned.

Qualifications

Must have excellent computer (including Microsoft Word and Excel), interpersonal, oral and written communication skills. Must possess the ability to work independently and/or in a team setting. Maintain a positive attitude and be organized and efficient. Must always maintain confidentiality of consumers and donors. Must be able to pass all required background checks and hold a valid Pennsylvania driver's license with clean driving record. This position requires extended periods of standing or sitting, frequent lifting of up to 50 pounds.

This is a full-time, salaried position with benefits.

To apply, please send a cover letter and resume to funkhouserb@fotp-ihm.org.