



# Warehouse Coordinator

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at [www.sacramentofoodbank.org](http://www.sacramentofoodbank.org).

## POSITION DESCRIPTION

The Warehouse Coordinator (Agency Shopping) provides assistance in all areas of the warehouse with respect to shipping, receiving, organizing, sorting and inventorying all items, food and nonfood. Secondary duties involve equipment maintenance, supporting special events and attending distributions when necessary. In addition, he or she works under the direction of the Warehouse Supervisor and Warehouse Manager to complete all necessary tasks pertaining to assisting in the day-to-day physical operations and appearance of SFBFS' Distribution Center in accordance with local, state and Feeding America's standards.

The Warehouse Coordinator will (including but not limited to):

- Provide excellent customer service on dock when pulling and verifying agency orders and supervise loading of agency vehicles
- Stocking, rotating and removing waste from agency shopping area.
- Running scale and fulfilling agency orders during agency shopping.
- Organizing and identifying donated items for agency shopping.
- Fulfilling special and weekly agency orders.
- Sorting agency invoices for filing.
- Maintain inventory when pulling, palatizing and staging products for orders both physically and in the data base.
- Provide excellent customer service on the dock when interacting with agencies, loading orders and receiving donations.
- Other duties as assigned

## SKILLS AND EXPERIENCE REQUIRED

- High school diploma or equivalent
- Basic computer programs and data entry requirements
- Food safety principles, practices and regulations
- Warehouse operations
- Inventory management
- Ability to analyze data and compile statistical summaries and reports and to operate a forklift

## POSITION DETAILS

- Full-time, non-exempt position; Monday - Friday; occasional weekends and holidays as needed
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD/retirement and more
- Pay range: \$20.00-\$21.50 per hour/depends on experience

Applicants must submit resume, cover letter, [SFBFS' employment application](#) (found here: [www.sacramentofoodbank.org/jobs](http://www.sacramentofoodbank.org/jobs)) which should include three professional references to [employment@sacramentofoodbank.org](mailto:employment@sacramentofoodbank.org) for consideration. **No phone calls please.**