

VIRGINIA PENINSULA FOODBANK

JOB DESCRIPTION

JOB TITLE: Production Coordinator (Full Time)

POSITION REPORTS TO: Operations Manager

JOB DESCRIPTION:

Production of all pre-made mass distributions packages for all Foodbank Programs.

Supervises the Salvage Program which recaptures food that would otherwise be wasted following model salvage codes developed by Feeding America, the Food and Drug Administration, Local Health Department, and the Department of Agriculture.

JOB DUTIES:

- Supervises the salvage operation to ensure that all salvage is promptly and properly processed according to the Model Salvage Code developed by Feeding America, FDA and the Department of Agriculture.
- Oversee the scheduling and production and distribution of all pre-made mass distribution packages for the CSFP, Mobile Pantry, TEFAP, and Backpack (when necessary) programs.
- Work closely with the Volunteer Coordinator on volunteer scheduling to accomplish the production/salvage schedules.
- Maintain open communication with Agency Services, Child Nutrition teams, and any other appropriate staff concerning production or distribution issues.
- Assures all quality control standards are met throughout the process per governmental agencies, Feeding America, and AIB guidelines.
- Responsible for cleanliness of the salvage and weigh-in areas of the warehouse.
- Responsible for the moving of products in and out of the salvage area (to include trash).
- Provide appropriate paperwork for completed projects to account for all processed inventory to the appropriate team member.
- Train, manage, direct and supervise volunteers in production procedures, the accomplishment of assigned projects, and oversight of the salvage operations. Maintaining all Quality Assurance and Model Salvage Code procedures.
- Keep current on Feeding America's standards.
- Responsible for final inspection for sorted salvage before warehousing.
- Entry of additional information using Microsoft Office and Microsoft Excel concerning production of pre-made distribution packages. Maintain other data for the department as seen as necessary and appropriate.
- Oversee the production of any other projects as assigned.
- Cross train for other departmental tasks.
- Other duties as assigned.

QUALIFICATIONS:

- High School diploma or equivalent.
- Must be detail oriented with an ability to multitask effectively.
- Good organizational skills.
- One to two years food handling experience preferred.
- Ability to work with people from diverse backgrounds.
- Ability to work independently with high degree of concentration and task focused.
- Ability to perform basic math functions and to calculate figures and amounts such as percentages, proportions, conversion, weights and measures and volume.
- ServSafe Certification or the ability to receive certification within three months of hire.
- Forklift certified or able to receive certification.
- Position requires standing and bending for long periods of times.
- Must be able to lift heavy objects up to 40 pounds.
- Computer proficiency including knowledge of Microsoft Office Suite (Word, Excel, Outlook).
- Good written and oral communication skills.
- Self-motivated with ability to work independently and as an effective member of a team.
- Highly motivated with strong interpersonal skills.
- Current Driver's License.

Virginia Peninsula Foodbank is an Equal Opportunity Employer.
The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.