

VIRGINIA PENINSULA FOODBANK

JOB DESCRIPTION

JOB TITLE: Production Coordinator

POSITION REPORTS TO: Product Sourcing Manager

JOB DESCRIPTION:

Production of pre-made mass distributions packages for all Virginia Peninsula Foodbank (VPFB) Programs. Responsible for picking inventory orders of all partner agency dry and canned USDA invoices. Ensures proper storage and labeling for all USDA and CSFP products.

JOB DUTIES:

- Responsible for the production of all pre-made mass distribution packages for the CSFP, Mobile Pantry, TEFAP, produce and Backpack (when necessary) programs.
- Ensures proper storage and labeling for all USDA and CSFP products.
- Oversees or picks inventory orders of all Mobile Pantry and partner agency dry and canned USDA/CSFP invoices.
- Train, manage, direct and supervise volunteers in inventory and production procedures, ensure the completion of all assigned projects.
- Assists with the oversight of the sorting/reclamation operations. Maintaining all Food Safety, Quality Assurance and Model Salvage Code procedures.
- Work closely with the Volunteer Coordinator on volunteer scheduling to accomplish the production schedule and as needed the reclamation schedules.
- Provide appropriate paperwork for completed projects to account for all processed inventory to the appropriate team member.
- Maintain open communication with Agency Relation, Child Nutrition, Volunteer teams and any other appropriate staff concerning production or distribution issues.
- Ensures all quality control standards are met throughout the process per governmental agencies, Feeding America (FA) and AIB guidelines.
- Assists the Warehouse Assistant with the supervision of the sorting and reclamation operation to ensure that all donated products are promptly and properly processed according to Food Safety guidelines and the Model Salvage Code developed by Feeding America, FDA and the Department of Agriculture. Assist with final inspection for sorted donations before warehousing, when needed.
- Data 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.
- Keep assigned areas clean, neat and free of debris at AIB and FA standard levels. Maintenance of facility and grounds. Utilize proper equipment to complete tasks.

- Keep current on Feeding America's standards.
- Complete other tasks as assigned or requested by the direct supervisor, department head or Senior Management.
- Commit to and understand the VPFB mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- In addition to demonstrated commitment to the Virginia Peninsula Foodbank mission to provide food security, the Production Coordinator must have the ability to work with a diverse group of people, both staff and volunteers, and the ability to multi-task as circumstances dictate.

Work Experience:

- Minimum: 6 Months related experience.
- Preferred: 2 Years, warehouse and order picking

QUALIFICATIONS: Preferred Skills, Abilities & Certifications/Licenses:

- High School Diploma or equivalent
- Fork Lift truck certification or ability to receive certification after hire
- Valid VA Driver's License
- Food Managers Certification or the ability to receive certification within three months of hire
- Ability to read and interpret documents such as pick tickets, safety rules, operating and maintenance instructions and procedure manuals
- Must be detail oriented with an ability to multitask effectively
- Self-motivated with ability to work independently and as an effective member of a team with a high degree of concentration and task focus.
- Demonstrate ability to multi-task several priorities and possess solid time management skills
- Ability to write routine reports
- Ability to perform basic math functions and to calculate figures and amounts such as percentages, proportions, conversion, weights and measures and volume
- Ability to maintain all paperwork and records assigned to this position
- Ability to work in a diverse environment with people of various educational, ethnic and socio-economic backgrounds and ages
- Ability to perform duties in accordance with the Foodbank's Illness and Injury Prevention Program.
- Interest in and commitment to the mission of the Foodbank

Physical Demands:

While performing duties of this job, the employee is regularly required to when working in office or warehouse environment. Must be able to work in all weather and warehouse conditions; including high heat, refrigerated and freezer spaces.

This job requires that weight be lifted or force be exerted up to **50** pounds when handling inventory, donations, equipment, document and files.

Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.

Distance vision (clear vision at 20 feet or more), peripheral vision, depth perception and ability to adjust focus when operating equipment.

Regularly required to talk or hear when communicating with employees and clients.

Use hands and fingers to handle, or feel

Reach with hands and arms

The employee frequently is required to stand and or walk for extended periods of time.

The employee must be able to climb or balance.

The employee is occasionally required to stoop, kneel, crouch, or crawl.

General Sign-off: Employees are expected to adhere to all company policies and procedures.

I have read and understand this explanation and the job description.

Position: Production Coordinator

Employee Print Name: _____

Employee Signature: _____ Date: _____

Supervisor Print Name: _____

Supervisor Signature: _____ Date: _____

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.