



Warehouse Coordinator

Job Description

The Warehouse Coordinator will be responsible for the oversight of warehouse operations and support the food service operations at the Center of Hope. Additionally, this position will be responsible to oversee all direct retail pick-ups and individual donations.

Reports to: Program and Operations Director

Hours and Salary Class: 25 hours/week, salary non-exempt

Responsibilities

- Provides oversight to operations in the Warehouse
 - Maintains inventory to support food service operations, including stock rotation
 - Obtains and manages weekly food orders from MidOhio Food Collective
 - Completes all required temperature and food safety storage logs
- Supports Food Service Operations
 - Assists with daily operations of the Choice Food Pantry
 - Maintains communication with Food Services Coordinator regarding inventory
 - Coordinates and provides project oversight for warehouse volunteers
- Coordinates Direct Retail Pick-ups (DRP) from local grocery partners
 - Establishes relationship and communicates with MidOhio Food Collective and local grocery partners
 - Schedules and trains all DRP volunteer drivers
 - Maintains required DRP paperwork and submits for record entry and audit preparation
- Assists and coordinates individual and group donations
 - Assists with all incoming individual and group donations
 - Responds to all potential donor inquiries
 - Oversees volunteer operations to sort and organize donations
 - Completes required donation paperwork for gift-in-kind audit process
- Maintains cleanliness and order in the Warehouse
 - Completes regular cleaning routine of all warehouse spaces, including freezers and coolers
 - Completes all preventative maintenance and required maintenance logs for all warehouse equipment and appliances

Core Competencies:

- Excellent Organization and Project Management skills
- People Management and Relationship Building skills
- Self-Management and Time Management skills
- Self-Awareness

Qualifications:

- High Diploma or equivalent, required
- Previous management experience preferred
- Previous inventory management preferred
- Experience with warehouse equipment preferred (ex. Forklift, pallet jack, stacker, etc.)
- Must exhibit qualities in alignment with Victory Ministries Core Values
- Must be in full agreement with the Victory Ministries Statement of Faith

Working Environment: Warehouse environment, must be able to lift 50-75 pounds, limited travel required

Disclaimer and Authorization

The preceding description is not designed to be a complete list of all duties and responsibilities required. I understand that I may be required to perform other duties as assigned.

By signing below, I acknowledge receipt of this job description and understand it is my responsibility to seek clarity for any parts of this description that I do not understand.

Signature

Date

Printed Name