



## Job Description

JOB TITLE:	Receiving Coordinator
REPORTS TO:	Facility & Compliance Manager
STATUS:	Full-time, Hourly, Non-Exempt
HOURS:	Monday-Friday as scheduled; Weekends as needed.
SUPERVISORY ROLE:	No
NO. OF DIRECT REPORTS:	0
TRAVEL REQUIRED:	0-5%

### PRIMARY FUNCTION:

Works with operations team to ensure efficient and accurate receiving, handling, distribution, and processing of EIF Inventory. Position assists with coordinating all incoming loads; inspects, accepts and processes according to EIF policy and procedure.

### PRINCIPAL DUTIES & RESPONSIBILITIES:

#### Inventory/Warehouse

- Ensure proper receipting, invoicing, and inventory control procedures for all incoming product according to EIF policy
  - Follows IDHS, FA, and all other donor requirements
- Assigns item codes for all inventory in conjunction with the Facility & Compliance Manager
- Maintains the locator system, maintenance and placement of all product, and rotation of product
- Meet or exceed EIF Inventory accuracy rates
- Review donor and inventory information for completeness according to EIF policy
  - Consolidate all receiving paperwork
  - Create receiving packets consisting of log sheets, bill of lading & pallet labels
- Assist with EIF inventory management using current software, accurately perform data entry
  - Process product receipts and inventory changes in accordance with EIF Policy
  - Run physical inventory journal reports
- Assist and follow all AIB Standards as outlined by EIF
- Assist with solicitation, review, and procurement of product offers
  - Ensure product acceptance meets the needs of EIF's Partner Agencies
  - Ensure product acceptance meets storage capacity limits; warehouse, freezers, and coolers
- Assist with physical inventories and reconciliation
- Coordinates sorting and repack of EIF product
- Follow safety practices in the warehouse and while operating warehouse equipment
  - Assist with maintenance and safety of the facility, reporting all issues to appropriate staff
- Maintain sanitary and safe food handling practices
- Serve as back up for other staff as directed
- Coordinates volunteers sort groups
- Coordinate and implement nutritional rankings of all product

#### Customer Service:

- Assists in the distribution of product to meet customer needs
  - Assist in loading and checking orders departing Foodbank
  - Assist with extra distribution efforts with partner agencies

Other:

- Demonstrate a commitment to the mission and values of Eastern Illinois Foodbank
- Other duties and special projects as assigned

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working condition may vary between controlled temperatures in an office-environment and non-regulated high temperatures in the warehouse
- Sitting and standing for long periods, walking intermittently
- Office-type as well as warehouse environment with regular use of basic office equipment (i.e., computer, printer, phone system, copy machine/scanner, projector, etc.)
- Ability to occasionally lift or move up to 50 pounds regularly and repetitively, 75 pounds occasionally
- Ability to stand, walk, sit, use hands to finger, or feel objects, tools, or controls, reach with hands and arms, climb stairs, balance, stoop or kneel, crouch or crawl, talk or hear, and taste or smell
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- The noise level in the work environment is moderate to severe.
- While performing duties of this job, the employee may be exposed to wet or humid conditions, extreme cold or heat, and general outside weather conditions.

#### QUALIFICATIONS:

Competencies, Education and Experience

- MS Office proficient; including Outlook, Word, and Excel
- Ability to work accurately with numbers
- Strong attention to detail
- Ability to operate forklifts, pallet jacks, and other warehouse equipment is required, including OSHA certification

#### EXPECTED HOURS TO WORK:

This role is considered full-time working approximately 40 hours per week and is eligible for overtime for any hours worked over 40 in a workweek. Work schedule is from Monday thru Friday as scheduled with occasional weekend evening hours. Personal transportation is required for all weekend and evening events.