		<b>Warehouse Coordinator</b> Job Description / Physical Requirements and Potential Hazards	
		Supervisor(s): Nutrition Services Director	EEOC code:
FSLA Status Non-Exempt	L & I code: 1501	Revision Date:	See below for Knowledge Skills & Abilities / Qualifications
Supervises:			

**JOB OVERVIEW:**

Work with other warehouse team members, subcontractors, local and state agencies, and OlyCAP management to ensure the proper ordering, receiving, inventory, allocation, and delivery of food products to local food pantries and other distribution sites within Jefferson and Clallam counties. (Experience working in a warehouse environment preferred but will train the right candidate with a strong work ethic, great attitude, and willingness to learn.)

**ESSENTIAL JOB FUNCTIONS:**

Responsibilities will entail . . .

Unloading and sorting full pallets of food product from delivery trucks into the warehouse, using pallet jacks or forklift, and placing them in designated warehouse space.

Loading delivery trucks according to route sequence, selecting designated packages or pallets of products from the warehouse and safely loading them into OlyCAP or other delivery trucks with pallet jacks or forklifts.

Working with racking systems and loading/unloading pallets (pulling and placing pallets on/off vertical product racking systems in order to maximize storage space).


Building boxes with correct product for future deliveries in order to accurately track inventory.

Verifies proper storage conditions of products and quickly resolves any inventory issue which may arise such as expired product, breakage, and out-of-stocks items.

Coordinates all deliveries with drivers for locations within Jefferson and Clallam counties, ensuring products are on-time and fresh upon receipt.

Ensures inventory is kept current at all times, correcting inaccuracies, training warehouse staff, and reporting regular monthly totals.

Place orders for produce boxes and pallets of commodities. Allocate accordingly before received by the warehouse in order to appropriately sort and re-palletize when received. Notify food banks of their distribution before delivery is made. Notify clients if deliveries are delayed.

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Supervises:				

Serving as backup driver throughout Jefferson and Clallam counties, delivering food to drop sites, obtaining proper signatures, and providing exceptional client service. Previous experience driving oversized vehicles up to 26' in length preferred.

Providing direction to other warehouse staff and volunteers for new incoming programs; notifying clients of new deliveries and when to expect.

Completing all reports accurately and on time.

Keeping vehicles and associated equipment in proper working order; maintaining monthly maintenance schedule and keeping track of maintenance records.

**KNOWLEDGE SKILLS AND ABILITIES:**

Position may be required to work across a wide variety of weather conditions. Prefer flexibility as shift day or duration may vary on occasion.

Requires constant standing, walking, bending, twisting, squatting reaching and grasping.

Requires regular and reliable attendance.

Must be able to interact and communicate well with management and fellow employees in a cooperative, constructive manner.


Must maintain a clean and safe work environment at all times.

Proficient computer skills are necessary, including Microsoft Office Suite (Word, Excel, Outlook).

A good moral character and strong work ethic is necessary.

Requires excellent time management and organizational skills.

Other duties may be assigned at any given time.

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Supervisor(s): Nutrition Services Director  FSLA Status Non-Exempt  Supervises:	EEOC code:  L & I code: 1501	Effective Date: 07-21-21  Revision Date:	Requirements:

**QUALIFICATIONS:**

- A high school diploma or GED.
- At least one year of warehouse, and/or shipping/receiving experience. Coordination or supervisory experience preferred.
- A willingness to learn, take direction, and pay attention to details.
- The ability to lift up to 50 lbs. without assistance and using proper safety measures.
- Great communication skills and a positive attitude.
- Valid Washington state driver license with good driving record.
- Current forklift/pallet jack certification or ability to obtain within 30 days.



**Warehouse Coordinator**  
 Job Description /  
 Physical Requirements and Potential Hazards

**Warehouse Coordinator**

**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

**NA:** Not applicable, not required of this position.

**NE:** Requirement is present, but is not essential to the position.

**O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

**F:** Frequent, 34-66 percent of the time.

**C:** Continuous, over 66 percent of the time.

	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting			X		
Walking				X	
Standing				X	
Running	X				
Bending or twisting				X	
Squatting or kneeling				X	
Reaching above shoulder level				X	
Climbing (e.g. ladders)			X		
Driving cars, light duty trucks				X	
Driving heavy duty vehicles				X	
Using foot controls				X	
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping				X	
Lifting/carrying 10-25 pounds					X



**Warehouse Assistant**  
 Job Description /  
 Physical Requirements and Potential Hazards

	NA	NE	O	F	C
Lifting/carrying 26-50 pounds				X	
Lifting/carrying more than 50 pounds				X	
Pushing/Pulling				X	
Work in/exposure to inclement weather				X	
Work in/exposure to cold water				X	
Exposure to dust, chemicals or fumes			X		
Work/live in remote field sites			X		
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases	X				
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance			X		
Seeing objects peripherally	X				
Seeing close work (e.g., typed print)			X		
Distinguishing colors			X		
Hearing conversations or sounds				X	
Hearing via radio or telephone				X	
Communicating through speech			X		
Distinguishing odors by smell				X	
Distinguishing tastes			X		
Exposure to wild/dangerous animals					



**Warehouse Coordinator**  
 Job Description /  
 Physical Requirements and Potential Hazards

	NA	NE	O	F	C
Exposure to insect bites or stings			X		
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_