

## JOB DESCRIPTION

Position Title	HRS Anticipated	Reports to
<b>Distribution Coordinator</b>	<b><u>10 hrs per week</u></b> Tuesday:9-12 Thursday: 8:30-3:30 <i>Occasional weekend and evenings</i>	<b>Operations Director</b>
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	<b>Immediate</b>

### POSITION SUMMARY

Coordinate the storage and distribution operations within Lancaster or the activities that are engaged in storing or distributing materials or products.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

#### Program:

- Provide distribution training to school liaisons and volunteers.
- Communicate with school liaisons weekly.
- Continue to look for ways to expand the sites served.
- Organize volunteers to attend Back to School Nights at distribution sites.
- Attend events for promotion of program.

#### Operations:

- Continue to work to improve the distribution process from the warehouse to the schools.
- Receive and manage inventory needed for distribution.
- Oversee packing and distribution operations weekly.
- Work with school liaisons to obtain participant numbers each week and ensure the proper paperwork is submitted.
- Recruit distribution partners to serve each site.
- Organize the weekly volunteers in the warehouse and at the sites.
- Plan and manage food and product donation.
- Oversee groups performing physical inventories multiple times during the year.
- Work with CAP and USDA through inspection process.
- Attend the CPAFB appreciation day and training. Attend the CAP annual meeting and training.
- Work with multiple volunteer groups throughout the year to cover various activities such as stuff the bus, cleaning and organizing the warehouse, extra Christmas distribution, utensil collection and distribution, crockpot collection and distribution, bag collections and general warehouse tours.
- Lead the program committee and organize site visits.

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Minimum two years professional leadership experience preferred.
- Experience managing and working with volunteers preferred.
- Critical thinking and problem solving skills required.
- Effective verbal and written communication skills.
- Time management and prioritization required.
- Strong computer skills with knowledge in Microsoft Office, Excel.
- Interpersonal and relational skills, as well as, demonstrating sensitivity to people of varied economic and cultural backgrounds.
- Detail oriented and accurate.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Lift 30-40 pounds on a regular basis.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Reviewed with employee by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received and accepted by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

**Legal Disclaimer:** This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.