



## Care and Share Food Bank for Southern Colorado

**Division/Department:** 30-Operations

**Location:** Colorado Springs

**Job title:** Receiving Coordinator

**Reports to:** Operations Manager

**Status:**  
Hourly

**Type of position:**  
 Full-time  
 Part-time  
 Contractor  
 Intern

**Hours:** 40hrs/week  
 Exempt  
 Nonexempt

**Position Summary:**

Oversee all operations related to receiving inventory, functions as the point of contact for incoming truck loads. Assist in distribution center operations as needed and manages storage equipment temperature program.

**Duties and Responsibilities:**

- Receiving materials, food product and parcels from vendors and donors.
- Verifying items delivered are correct and are in good condition.
- Evaluates incoming donations for health and safety compliance (temperature control and packaging).
- Filing paperwork for auditing purposes.
- Stock, pick and replenish products in warehouse and refrigerated/freezer environments.
- Keeping the Receiving and Warehouse areas safe and clean.
- Collaborates with the Distribution Center Manager and Resource Manager regarding incoming product.
- Oversee all phases of the temperature control program (inspects, records and schedules repairs in coordination with the Distribution Center Manager and Facilities Manager.)
- Evaluates and report safety issues and potential cross contamination issues.
- Conduct monthly cycle counts in conjunction with Distribution Center Manager.
- Abide by all food safety GMP rules/Serve Safe Manager training.
- Assist in the efforts to support Care and Share's strategic plan.
- Other duties as assigned.

**Work experience requirements:**

- Minimum 2 years warehouse experience, preferably within receiving.
- Valid Colorado Driver's License.
- Forklift certified and ability to operate pallet jack.
- Ability to deliver clear communications and foster excellent working relationships with peers and management
- Strong general computer literacy with Intermediate skills in Microsoft Word, Excel, Power Point and Outlook
- Ability to multi-task and work under pressure
- Ability to learn quickly and thrive in a fast-paced environment.
- Able to lift 50 pounds.
- Able to stand for long periods of time.
- Ability to make repetitive movements, including, but not limited to, using a 10-key or calculator, bending, or squatting.

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**Reviewed by:**

**Date:**

**Employee Signature:**

**Date:**

By signing, I confirm that I have read and reviewed my job duties and responsibilities and am in agreement that the description is an accurate representation of my job function.