



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.