



FOOD BANK COORDINATOR JOB DESCRIPTION

Reports to: Food Bank Manager

Position Summary: The Food Bank Coordinator oversees daily food bank warehouse operations, ensuring a clean, safe, and organized environment with adequate inventory to meet client needs. This role manages food donation intake, inventory control, transportation, and equipment maintenance, while supporting volunteers and representing the organization with donors, partners, and the community.

Duties include:

Warehouse & Operations Management

- Maintain a clean, safe, and well-organized warehouse in compliance with health and safety standards.
- Ensure proper storage, labeling, and rotation of perishable and non-perishable food items.
- Monitor warehouse conditions and equipment, coordinating preventative maintenance and repairs as needed.
- Operate warehouse equipment (e.g., forklift) and ensure safe use by staff and volunteers.
- Maintain compliance with Feeding America standards and applicable regulations (AZ Department of Health, ADOT, AZ Department of Agriculture).
- Identify and report safety concerns; ensure adherence to safe practices by all individuals in the warehouse.

Food Handling & Transportation

- Coordinate the pickup, receipt, inspection, and storage of donated food from various sources.
- Drive agency vehicles to collect donations and support distribution as needed.
- Develop efficient pickup and delivery routes and schedules.
- Sort and discard items that do not meet safety or quality standards.

Inventory & Recordkeeping

- Maintain accurate inventory records and ensure timely data entry.
- Track and report on incoming and outgoing food, including weights and quantities.

Inventory & Recordkeeping continued

- Conduct routine inventory checks and notify leadership of potential shortages.
- Maintain vehicle logs, fuel usage records, and maintenance documentation.
- Prepare reports and documentation in accordance with organizational policies.

Volunteer Coordination & Customer Service

- Serve as the primary on-site contact for volunteers, providing orientation, guidance, and daily task assignments.
- Monitor volunteer coverage and adjust assignments to support efficient operations.
- Foster a welcoming and organized volunteer experience.
- Build and maintain positive relationships with staff, partner agencies, donors, and community members.
- Provide excellent customer service to all stakeholders.

Communication & Team Support

- Keep the Food Bank Manager informed of operational trends, challenges, and successes.
- Promote a collaborative team environment among staff and volunteers.
- Participate in training and perform other duties as assigned.

Qualifications and Experience:

- High school diploma or GED required; Bachelor's degree in a related field preferred.
- Minimum of two years of related experience; equivalent combination of education and experience considered.
- Experience operating warehouse equipment (e.g., forklift) preferred.
- Knowledge of safe food handling, storage, and inventory practices.
- Ability to lift up to 70 pounds regularly and perform physically demanding tasks, including standing, bending, and working in varying temperatures.
- Strong organizational, communication, and basic math skills.
- Proficiency in Microsoft Office and inventory or database systems.
- Ability to work independently and manage multiple priorities.
- Experience working with volunteers and diverse populations.
- Valid Arizona driver's license with a clean driving record.
- Bilingual skills preferred, but not required.

Interested in applying? Email your resume to paula@azcend.org

