

Position: Logistics/Inventory Coordinator

Exempt/Nonexempt: Non-exempt

Reports to: Food Programs Manager

Salary Range: 46,000-52,000



Job Description

About Hastings Family Service (HFS)

Hastings Family Service offers neighbors a wide range of emergency and supportive services to help with basic needs of food, clothing, transportation and housing, and assistance finding and navigating resources during challenging times. Our staff, volunteers, donors, and partners are critical to the success of the mission of HFS to engage community to provide help and hope for neighbors. Our vision is a caring and connected community where all neighbors can thrive.

HFS Values: People come first. * Inclusion matters. * Connections fuel impact.
Community drives purpose. * Gratitude guides us.

HFS Programs and Services:

- Market food programs: in-person Market food shelf shopping, Market Express, Market Cart, Project Share holiday assistance, NAPS, Food Rescue, and Market on the Move (MOM)
- Meals on Wheels
- Just Friends Transportation
- Emergency Services/Financial assistance
- School Supplies assistance
- Project Share holiday assistance
- Information/Referral assistance

Position Summary

The Logistics/Inventory Coordinator is responsible for daily oversight of food rescue and food procurement, food safety, inventory rotation, staging, sorting and storing food as well as the Market on the Move vehicle. This role requires a positive team leader with strong program experience, attention to detail and the ability to develop and follow processes, and exceptional communication and people skills, working collaboratively to assist, support and empower volunteers to serve all neighbors in a dignified, respectful, and non-judgmental manner.

This position is located primarily in a warehouse setting and involves lifting, loading/unloading, and driving of Mobile/Food Rescue refrigerated van. The position requires a balance of strategic oversight and management with frequent stints of manual labor.

Essential duties and responsibilities:

1. **Food Rescue:** Lead all aspects of food rescue including pickups, HFS vehicle use/maintenance, inventory and partner relationships
 - Coordinate the pick-up, transport, and unloading of all food rescued from retail stores, fostering strong relationships with managers and employees at food rescue stores and Second Harvest Heartland
 - Create, monitor, train and ensure food safety standards and processes including temperature checks and prioritization of cold storage
 - Lead, manage and model warehouse safety efforts including development of standards/rules and implementation through volunteer training and oversight in partnership with Volunteer Manager
 - Lead, train and support volunteers, assist with scheduling and all aspects of the process
 - Coordinate the annual maintenance of the vehicle and ongoing repairs as needed; assure the van is fueled, clean and ready for daily use by volunteers

2. Inventory Management/Food Programs Support

- Support, train and provide guidance and structure for all volunteers in the Market food shelf and warehouse, determining daily tasks/priorities for unloading, sorting, stocking and disposal of food
- Receive daily food deliveries from various sources including food rescue, Second Harvest Heartland and Bix Produce deliveries, purchased product and donations, ensuring product is properly sorted, stored and organized, following First in-First Out method and ensuring food is inspected and meets all quality and safety standards
- Responsible for sharing with the Food Programs Manager any food delivery shortages, damage and quality concerns
- Oversee the daily stocking of food in the Market food shelf and monitor quality
- Manage food and product waste, complying with compost, trash and recycling guidelines
- Lead the preparation and distribution of pre-packed food boxes for Market Express and other outreach food programs
- Lead efforts to ensure the accurate collection and recording of inventory weight for use in financial reporting and provide strategic consultation on offsite distribution logistics
- Collaborate with the Food and Fund Drive staff to inform them of donation items most needed on an on-going basis; support HFS food drives and community/fundraising events as needed

3. Warehouse Coordination:

- Supervise, motivate, train and work alongside volunteers in all Market/warehouse roles, empowering volunteers, answering questions, providing labor support as needed, and offering encouragement and appreciation
- Help develop systems and processes to improve operations, efficiency and outcomes
- Manage refrigeration maintenance and repairs, vehicle maintenance and repairs, warehouse equipment maintenance and repairs, requesting needed supplies, and all trash and recycling relationships
- Collaborate with staff and volunteers to maintain site cleanliness, organization, safety and compliance
- Provide support as needed to other program operations
- Other duties as assigned

Education and Experience

- 3-5 years of logistics/inventory management and flow, and warehouse operations including customer service and community facing experience
- Bilingual – fluency in Spanish strongly preferred
- Experience with food and warehouse safety preferred; must be willing and able to assist with deliveries and unloading/stocking as needed
- Strong communication and teambuilding skills required
- Sound computer skills including MS Office 365 and database software (Volgistics/Link2Feed) and the ability to learn and use technology to communicate and accomplish objectives
- Experience developing efficient processes and problem solving with the ability to prioritize and manage multiple tasks simultaneously; flexibility to adjust to rapidly changing environment and workflow
- Previous experience working with volunteers and strong appreciation of their contributions
- Must hold a valid drivers license and good driving record, and pass a background check

Ideal Competencies

- Strong commitment to mission, diversity, equity, inclusion, and access.

- Accuracy, attention to detail and strong time management are a must
- Comfort interacting with people of all ages, cultural backgrounds, and life experiences and the ability to resolve issues without judgement or bias
- High degree of confidentiality and the ability to use good judgment
- Contribute to building positive team environment and recognize accomplishments of team members; notice tasks that need to be done, ask for and offer help when needed.
- Excellent written, verbal and listening skills with the ability to build relationships with volunteers of all ages and skill levels.
- High level of personal and professional integrity, ethics, and customer service; ability to give and receive feedback and to include the appropriate people in decision-making.
- An energetic collaborator who works with a spirit of optimism and fun. Ability to respond positively to disruptions or unexpected changes in need or environment to do what it takes to achieve the desired results.

Physical demands

- Significant time spent in a typical warehouse environment with a concrete floor, frequently standing and walking throughout a large building
- Occasional need to be outdoors for food distribution events, donation processing and assisting with compost/waste management
- Physical ability to lift 30-50 lbs regularly, helping with receiving and unloading boxes and bags daily
- Limited time spent in office settings, at desk and in meetings

*Benefits package includes medical, dental, employer-paid life insurance, 403B retirement with employer match, 13 paid holidays including your birthday off, and generous vacation and sick leave in an environment where family always comes first.