



Position: Warehouse Coordinator

Exempt/Non-Exempt: Non-Exempt

Hours/Week: 40

Hourly Wage Range: \$22.00 - \$25.00

Reports To: Food Program Manager

About Valley Outreach: Everybody needs help sometimes. Valley Outreach offers people a wide range of support – whether they need food, clothing, or help navigating resources during challenging times. Our programs include a food shelf, clothing program, and client support services. Volunteers, donors, and partners are critical to the success of the mission of Valley Outreach. When we work together, we can help neighbors find a place of stability.

Position Summary:

Under the direction of the Food Program Manager, the Warehouse Coordinator ensures efficient and compliant warehouse operations, including inventory management, food rescue, volunteer coordination, and safety protocols. This role is vital to ensuring food distribution to clients is timely, dignified, and focused on quality and consistency.

Valley Outreach offers a competitive benefits package, including a low-deductible medical and dental plan (with 90% of the premium paid by the organization), and a low-cost vision insurance plan. Valley Outreach also provides short-term disability coverage, a Simple IRA, a flexible spending account, an employee assistance program and PTO in addition paid holidays.

Essential Duties & Responsibilities

Warehouse Coordination & Inventory Management

- Lead and train warehouse volunteers to manage food inventory, ensuring proper unloading, sorting, stocking, and disposal of food items.
- Develop processes to maintain organized, safe, and efficient warehouse spaces.
- Receive and stock daily food deliveries, implementing first-in, first-out (FIFO) principles to ensure quality.
- Manage waste disposal following compost, trash, and recycling guidelines.
- Replenish food shelf inventory during service hours for consistent availability to clients.
- Collaborate with the StyleXchange Manager and volunteers to maintain organization, safety, and compliance in the clothing donation and sorting area.

Food Rescue Operations

- Oversee food rescue operations, including pickups, inventory management, and partnerships with store partners.
- Ensure maintenance, fueling, and readiness of the company truck.
- Train, schedule, and support volunteer drivers, assisting with route planning and troubleshooting.
- Conduct food pickups when necessary to meet operational needs.

Volunteer Coordination & Support

- Provide comprehensive training, guidance, and support to volunteers, fostering a welcoming and positive environment.
- Collaborate with the Volunteer Manager to address and resolve volunteer-related concerns effectively.
- Work alongside volunteers to ensure food stocking, client assistance, and overall operations run smoothly.

Communication & Staff Engagement

- Maintain effective communication with team members through email, Microsoft Teams, and regular meetings.
- Participate in staff training opportunities and relevant professional development to enhance skills and knowledge.

Other Duties

- Perform additional tasks as assigned by the Food Program Manager to ensure the successful operation of the warehouse and food distribution program.

Expectations and Work Experience:

- Ability to work in a fast-paced environment, shifting gears quickly, easily, and thoughtfully.
- Able and willing to drive a box truck as needed (no certification or special license required).
- Commitment to racial equity and social justice and willingness to be actively engaged in ongoing equity work.
- Ability to be flexible and to collaborate effectively, building strong, productive relationships as part of a team.
- Strong understanding of working with individuals of different ages, races, and socio-economic backgrounds.
- High level of personal and professional integrity, including the ability to protect and maintain confidentiality.
- General computer and database proficiencies; working knowledge of Microsoft Office programs is preferred.
- Ability to work a flexible schedule, that will include some evening hours.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to work inside an industrial freezer, as needed, stocking and organizing food.
- Ability to maintain regular, punctual attendance.
- Physical ability to load and unload boxes and bags on a daily basis, use a pallet jack and other warehouse equipment, lift up to 50 pounds regularly and remain standing for long periods of time.
- Valid driver's license and good driving record.

To apply for this position: Forward your resume and cover letter to jobs@valleyoutreachmn.org and place Warehouse Coordinator in the subject line.

This process will include:

- A review of information from all interested parties. Be sure to provide your phone number and email so that we may contact you.
- A phone screening conversation will be set up with those candidates who most closely meet the requirements of the position. Several candidates will be invited to an in-person conversation regarding the position.
- A second, in-person conversation, if needed.