



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

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Website: www.olhsa.org

Food Distribution Coordinator

Division: Health, Housing, and Nutrition

Department: Health, Housing, and Nutrition

Supervisor: Food and Nutrition Manager

FLSA Status: Non-Exempt

Qualifications:

1. High school diploma or equivalent is required. Some advanced education is a plus.
2. Previous non-profit, inventory, and/or logistics experience preferred. Two (2) or more years of warehouse experience, such as hi-lo, pallet jack, and pallet shrink wrap equipment, is highly preferred.
3. Position requires ability to work in a distribution facility setting; must be able to lift and move up to 40 pounds. Must be able to stand and walk for long periods of time. Work in freezer is necessary.
4. Strong interpersonal, verbal, and written communication skills required; solid mathematical computation skills necessary.
5. Experience using Microsoft Outlook, Excel, and Word required; experience with Microsoft 365 is a plus.
6. Valid driver's license, current automobile insurance, and an automobile to be used for job related travel are required.

Job Mission:

To coordinate the distribution process of commodities food programs in support of building a stronger local food system and assuring that low income, disadvantaged families access needed food.

Performance Standards:

1. Responsible for duties related to loading, unloading, transfer, and delivery of incoming and outgoing TEFAP/CSFP commodities food.
2. Adhere to all MDE and USDA guidelines and regulations to assure strict compliance.
3. Coordinate all aspects of the pallet build process; work cooperatively with partner staff and volunteers for warehouse setup; coordinate and cleanup of commodities pallets.
4. Inspect commodities products and report any deficiencies or breakages to management.
5. Assist with program coordination duties such as reporting, partner site communication and management, client phone calls, or other duties as assigned by management.
6. Other duties as assigned.

Hours & Wage

40 hours per week; 52 weeks per year

\$14.70 per hour

Location

Pontiac

Job Title:	Food Distribution Coordinator
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Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	1	This is desk work/ computer work
Stand	2	Warehouse work
Walk	3	Warehouse work
Bend/Stoop	2	Warehouse work

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	Almost daily and repeatedly through out day in warehouse and van
Crouch	Yes	Almost daily and repeatedly through out day in warehouse and van
Balancing	No	
Squat	Yes	Almost daily and repeatedly through out day in warehouse and van
Climb	Yes	Often in warehouse when using ladder.
Shoulder level	Yes	Almost daily and repeatedly through out day in warehouse and van
Kneel	Yes	Almost daily and repeatedly through out day in warehouse and van
Pushing	Yes	Almost daily and repeatedly through out day in warehouse and van

	Pounds	Comments
Weight Carried	26-50 lbs.	Almost daily and repeatedly throughout day 40 pounds would be the max.

	Pounds	Comments
Weight Lifted	26-50 lbs.	Almost daily and repeatedly throughout day 40 pounds would be the max.

Date:

Feb 9, 2021
