



## Senior Coordinator Food Sortation & Volunteers

Work with volunteers and staff to supervise the sortation of food and packing efforts to maximize the utilization and throughput of donated food at Connecticut Food Bank. Engage with volunteers to promote a positive experience that supports Connecticut Food Bank and encourages further engagement with volunteers in our mission. Reports to the Operations Director.

### General Responsibilities

- Welcome and train volunteers to properly sort and package product within the guidelines of Good Manufacturing Practices (GMP'S), Feeding America and AIB standards.
- Oversee sortation, packing and repacking of food and produce by volunteers while maintaining productivity records.
- Work with Volunteer Coordinator and Development Department to schedule Volunteer groups and individuals.
- Work with Development Department and Staff to promote and ensure a positive volunteer experience and provide feedback as appropriate to continually improve volunteer engagement experience.
- Maintain records for inventory control, kitting and product sortation yields with report backs to appropriate personnel.
- Comply with Master Satiation work sheet.
- Enforce safety and cleanliness standards daily.
- Follow insect and rodent control measures to avoid infestations.
- Follow quality control standards in accordance with Feeding America's practices.
- Complete appropriate inventory adjustments and post entries into Ceres to maintain accurate record of inventory in real time.
- Manage inventory backlog of unsorted product and required kitting to meet distribution needs and maintain appropriate inventory levels.
- Communicate with Volunteer Coordinator on volunteer needs as inventory and items change to maintain consistent flow of product.
- Maintain working relationships that ensure the success of CFB. This includes maintaining positive interpersonal relationships with donors, volunteers, agency representatives, CFB management and staff.

### Job Specifications/Requirements

- Candidate must have a minimum of 5 years team lead experience in general warehousing.
- Candidate must have minimum of 3 years experience working with a computerized inventory system and the understanding of inventory control practices.
- High School Diploma/GED required.
- Candidate must have strong organizational, general warehousing knowledge, interpersonal, written and oral communications skills.
- Candidate must be a motivated self-starter, a team player and have demonstrated problem solving and decision-making abilities.
- Preferred pallet jack/forklift certification.
- Ability to lift up to 60 pounds.
- Must be able to train and support a diverse audience of volunteers with varying abilities.
- Must be able to contribute to a positive work environment with commitment to social justice.

**Send cover letter with salary requirements and resume to:**

**hr@ctfoodbank.org  
203-469-4871 (fax)**