

SORT ROOM COORDINATOR

Are you outgoing, have a great personality, love working with people and want to do great things for your community. If so, the Montgomery County Food Bank is seeking a positive, upbeat Sort Room Coordinator who will excel in organizing and leading the Sort Room Activities, including supervising, overseeing and training of all volunteers and community service participants in the sorting all donated product through the sorting room as laid down by MCFB and the Feeding America guidelines.

Primary Duties include but are not limited to:

- Assist in the training of all volunteers and Community Service in the sorting all donated product through the sorting room as laid down by MCFB and the Feeding America guidelines.
- Inspect all products for expiration dates, excessive damage, open packaging and contamination
- Weigh, date and sign-off on product organized in the sort room, ensuring proper organization of product
- Clean all sorted product with sanitizing solution
- Package all acceptable product for distribution
- Ensure that an MCFB employee is present in sorting room during all working hours – Lunch breaks must be staggered.
- Provide direct assistance to all facets of warehouse operations in particular the Sorting Area.
- Maintaining a clean and safe work environment as per MCFB and Feeding America policy and guidelines.
- Inform Inventory Manager of any instance out of the ordinary that need immediate attention pertaining to safety and sanitation issues both verbally and written
- Demonstrate positive, informative and hospitable behavior at all times towards volunteers and co-workers
- Follow appropriate safety guidelines and rules.

Other:

- Attend and actively participate in all scheduled employee meetings
- Attend all mandatory safety and training meetings
- Communicate effectively, appropriately and in a timely fashion with the office and warehouse staff
- Maintain professional standards in developing relationships with agencies, donors, volunteers, and warehouse staff,
- Maintain professional appearance
- Maintain Professional Conduct
- Refer any issues or questions to the Warehouse Manager or other appropriate management, both verbally and in writing
- Other duties as assigned.

Position Requirements:

- Must have a positive, can due attitude with strong customer service skills
- Ability to perform basic mathematical functions.
- Ability to lift and carry objects weighing up to 50 lbs.
- Ability to work in extreme weather temperatures (i.e. cold or hot).
- Ability to work on his or her feet for a good part of the day.

- Willingness and ability to be forklift certified
- Cross Training into all job areas is a requirement.
- Commitment to MCFB's work to end hunger.
- Uses accumulated leave in a responsible manner that ensures the work flow in the office and warehouse is not interrupted

Disclaimer: Montgomery County Food Bank is an Equal Opportunity Employer and employment "at will" organization. Please forward resume in Word or PDF format for consideration. No Phone Calls or Walk-ins, please. Interviews will be scheduled by the organization and by appointment only. No Agencies or 3rd parties. This is a full-time position with comprehensive benefits package.