

Produce Coordinator

Department: Operations

Location: Cleveland, OH

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Greater Cleveland Food Bank

Job Posting: Produce Coordinator

Choose a career where you can better someone else's life, while bettering your own. The Greater Cleveland Food Bank is the largest hunger relief organization in Northeast Ohio having provided over 50 million meals in 2018 to hungry people in Cuyahoga, Ashtabula, Geauga, Lake, Ashland and Richland counties. The organization's mission is to ensure that everyone in these communities has the nutritious food they need every day.

Apply for a position at Greater Cleveland Food Bank where we offer a culture of learning and development, competitive pay and amazing benefits including Low Cost Medical, Dental, Vision, Short-Term and Long Term Disability, Life Insurance, Generous Retirement Plan and Holiday Pay all starting on first day of hire and paid time off which starts after 90 days.

SUMMARY

This position coordinates the daily processing of Repack product, ensuring volunteer effectiveness in the evaluating, sorting and packaging of salvage product for distribution. Performance of the following duties is done personally.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is not all-inclusive and other duties may be assigned.

- Coordinates/communicates with warehouse planner on a daily basis the quantity and quality of produce donated, scrapped and available for distribution.
- Understands the specific produce needs of our member agencies (work with Agency Services).
- Prepares all assigned perishable orders and ensures that each order is clearly marked with a pallet label.
- Pulling orders daily using a reach truck or electric jack as the primary vehicle. Splitting of pallets pulled to satisfy agency orders.
- Inspects the quality of outbound produce orders and brings any concerns to the warehouse planner or supervision
- Completing a quality assurance document verifying that all produce inspected is in acceptable condition to distribute for consumption)
- Creates and completes daily staging sheet to clearly identify each orders staging location and pallet count.
- Post inventory picks, prints invoices and delivers to the transportation department.
- Conducts cycle counts of inventory, when required.

- Conveys materials and items from receiving/production areas to storage or to other designated areas.
- Maintain high standards of warehouse sanitation and safety. Providing housekeeping services for the building, as needed, or necessary.
- Maintains required job knowledge and skills and core professional competencies, including attending and participating in required educational programs and staff meetings.
- Pick orders in Main warehouse or put away inbound pallets in dry warehouse, freezer, cooler, cold dock, and vestibule, as needed.
- Assist in loading produce orders as needed.
- Performs other duties as assigned.

Qualifications

HS Diploma/GED required. Three to four years' experience in the food distribution/manufacturing industry preferred, two years required. Volunteer coordination and/or experience leading groups or supervising employees preferred. Tow motor and pallet jack certified. Serve-safe certified.

Don't just apply for a job, apply at the Greater Cleveland Food Bank where our passion is feeding those in need and feeding the need for purposeful work. At the Food Bank diversity and inclusion are an important element of our culture and our organizational success.

Proud to be a North Coast 99 Employer for 2020, 2019, 2018 & 2017

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