

Central California Food Bank
Job Description

Job Title: Quality Control Coordinator
Reports To: Warehouse Manager
FLSA Status: Non-Exempt

Prepared By: HR Manager
Approved By: President/CEO
Pay Rate: \$21.11 per hour

POSITION SUMMARY:

The Quality Control Coordinator is responsible for the quality of product received by Central California Food Bank (CCFB) and distributed to partner agencies and direct distribution partners. The Quality Control Coordinator audits the donation/receiving operations to observe the quality of the product and sanitation through sampling and makes recommendations to management regarding product lifespan or usability. The Quality Control Coordinator is also responsible for operational efficiency in moving product to agency pantry or direct service distributions, and from offsite storage locations.

The following is a list of major duties and responsibilities for this position. It is not all-inclusive. Other duties and responsibilities may be added as needed and, in addition, management as appropriate may modify this job description. This position is considered a safety sensitive position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1. Assist with the implementation of a product tracking system that demonstrates product on hand at physical location and offsite storage facilities, and the related quality of product.**
 - Tracking system will be updated daily, weekly, and culminate into a monthly spreadsheet.
 - Coordinate with Food Acquisition Department for logistic of product transfer from offsite storage to CCFB warehouse.
- 2. Conduct sampling and inspection on all donated and purchased product produce loads to ensure the following: product quality, evaluate the timing of distribution, and correct temperature controls.**
- 3. Oversight and training of volunteers utilized for repackaging/produce sorting projects to ensure quality control criteria are being met and proper training and oversight is provided.**
- 4. Creation of daily pick sheets/direct distribution orders using the tracking spreadsheet and product on hand.**
 - Work in conjunction with programs to determine necessary product mix being delivered to agencies and direct distribution partners.
 - Stage, tag, and approve product/sign off on pick sheet for distribution.
- 5. Conduct sampling and inspection of distribution processes which includes food quality at time of loading.**
- 6. Provide excellent customer service to all CCFB customers including CCFB clients, staff, donors, logistics personnel, agency personnel, volunteers, and board members.**
 - Engage in the following tasks or behaviors that represent excellent customer service to the CCFB:

timely responses, punctuality, and attendance, treating others with respect, distributing quality product, being knowledgeable and providing accurate information, and using appropriate non-verbal and verbal communication.

- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibilities.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representatives of the knowledge, skill, and/or ability required. Reasonable accommodations will be made in accordance with the ADA to enable individuals with disability to perform the essential job functions.

- Education/training
- High School Diploma or GED
- Two years of experience in distribution center operations and demonstrated ability to effectively lead a team.
- Must pass background check and drug test.
- Stand or sit for extended periods of time.
- Ability to effectively communicate (written and oral) and work well with a variety of stakeholders from different socioeconomic and cultural backgrounds.
- Willing and able to travel for the organization and work beyond normal working hours when necessary.
- Basic math skills (add, subtract, multiply, divide, interpret data, diagrams, and schedules)
- Basic computer skills (word processing, spreadsheet, email)
- Must be able to acquire and complete forklift operation certifications.
- Ability to adapt to quickly changing business environment including learning and applying new training and knowledge.
- Basic safety knowledge including familiarity with OSHA guidelines as they relate to warehousing (i.e., proper lifting, proper attire)

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and

from meetings, events, and to run errands.

Central California Food Bank is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made with or without notice.

*Central California Food Bank is an Equal Opportunity Employer.
Central California Food Bank is a proud member of Feeding America.*

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Job Description Acknowledgement

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By signing below, I am acknowledging that I have received a copy of this job description.

I understand I am to become familiar with my job description's contents as it represents a brief summary of my job duties, which are not all-inclusive and are subject to change, with or without prior notice. I understand it is my responsibility to talk to my manager or Human Resources if I have any questions regarding my individual job responsibilities or any policies and procedures.

Further, I understand that signing this document does not constitute a contract of employment with Central California Food Bank.

Employee Name (Print)

Employee Name (Signature)

Date