



Position Announcement

Production Coordinator

Application Dates:

External & Internal Posting

July 1, 2021- Until Filled

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit www.foodbankonline.org, Facebook, or Twitter.

Job Description:

The Production Coordinator works with staff and volunteers on the production of all pre-made mass distributions packages for Foodbank Programs (Mobile Pantry, and Kid’s BackPack Program) and oversees Bulk Repack of food products.

This position reports directly to the Warehouse and Facilities Manager as part of the Operations, Facilities and Warehouse department. This position works in concert with the Foodbank Quality Assurance Supervisor, duties include providing numerous services, labor, clerical and administrative support to the BackPack Program and Warehouse department. Coordinates the recovery of salvaged food from national and local donors, and maintains standards required by Feeding America and the AIB.

The ideal candidate will present a positive image of self and the organization; have at least 2 years related warehouse and/or logistics production experience with demonstrated ability to work with people from a variety of backgrounds.

Work Hours/Shift: Monday-Friday; full-time, non-exempt; some weekend and evening work required.

Essential Education: High school diploma or general education degree (GED), Preferred Associates degree in a relevant field.

Requirements:

- Demonstrated commitment to the Foodbank of Southeastern Virginia’s work to provide food security.
- Computer proficiency including knowledge of Microsoft Office Suite (Word, Excel, Outlook).
- Must be detailed oriented.
- Must be able to merge data from a data source to appropriate documents.
- Basic keyboard skills of at least 30 Words per Minute.
- Basic understanding of database management.
- Understand the importance of database fields and accuracy of input of data.
- Ability to work with people from diverse backgrounds.
- Ability to work independently with high degree of concentration and task focused.
- Valid Driver's License.
- Lift Truck certification [will be required within 6 weeks after hire].
- Food Handler’s/Manager’s Certificate [will be required 6 months after hire].

Certificates, Licenses or Registrations:

- None.

Physical Demands: While performing duties of this job, the employee is regularly required to when working in office or warehouse environment.

- The employee must, at times, lift and/or move up to 50 pounds when handling donations, documents and files in a mixed office and warehouse.
- Specific vision abilities required by this job include close vision while working with documents, computer screens, and filing.
- Distance vision (clear vision at 20 feet or more); peripheral vision, depth perception and ability to adjust focus when operating equipment.
- Use hands and fingers to handle, or feel and reach with hands and arms.
- The employee frequently is required to stand and or walk for extended periods of time.
- The employee must be able to climb or balance.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

Travel Requirements: Some overnight travel, employee may be expected to visit other Foodbank's or attend conferences and other meetings.

Job Type: Full-time.

Pay: Range \$15.32 - \$19.68 per hour.

Benefits: Health, Paid Time Off, 12 Paid Holidays, 401K, Employee Development, Scholarship Program.

To Apply: Submit your resume in person to Darvasha Spence or email resume to dspence@foodbankonline.org.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at orfrecruiting@foodbankonline.org.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.