

Title: Reclamation Coordinator

Position Summary: Foodshare has a great opportunity for a **Reclamation Coordinator** in our Bloomfield location. The qualified individual will oversee and ensure the smooth, efficient, and sanitary operation of Foodshare's reclamation program. He/she will be responsible for receiving product, coordinating inventory control, training and supervising volunteers, and quality control. This position reports to the Warehouse and Facilities Manager.

Responsibilities:

- Train and supervise volunteers.
 - Train and supervise volunteers in various food sorting procedures in accordance with Feeding America guidelines.
 - Evaluate volunteers on a regular basis and re-train as necessary.
 - Interface with Volunteer Services Managers to communicate volunteer needs in order to recruit appropriate individuals and groups. Seek assistance to ensure that any problems or concerns with volunteers are dealt with promptly and sensitively.
 - Coordinate quality assurance for Warehouse & Facilities Manager in order to spot and correct systemic or trending issues.
- Coordinate receiving and distribution of product.
 - In cooperation with the Warehouse & Facilities Manager, request loads of salvage as needed. Ensure that in-coming salvage loads are properly received and stored in accordance with Feeding America guidelines.
 - Manage different types of product to be processed by effectively running reports and analyzing inventory needs.
 - Work with the Operations Team to market hard to move salvage items.
- Maintain reclamation room in orderly and sanitary manner.
- Ensure quality control and record keeping activities are administered.

Education and Experience:

- Minimum of 3 year's previous work experience required; supervision and warehouse experience preferred.
- Ability to operate warehouse equipment including forklifts and pallet jacks

Key Skills:

- Proficiency in Microsoft Office, including Word and Excel, required.
- Basic math skills a must.
- Ability to work with a diverse group of staff and volunteers.

Other

This is a full-time hourly position generally working Monday through Friday from 7:30am to 4pm.

To apply please submit a resume and salary requirements to:

HFDhiring-052@foodshare.org

Foodshare is an Equal Employment Opportunity and Affirmative Action Employer.

Foodshare maintains a drug-free workplace.