



## **Branch Coordinator – RB**

### **Feed. Engage. Strengthen.**

Imagine a place where your talent can make a meaningful difference in people's lives. Working at Mountaineer Food Bank is a uniquely rewarding experience. Our employees and volunteers work together as vital parts of a much larger mission: to feed our hungry neighbors in West Virginia. We are innovative, mission-focused, diverse, collaborative, values-driven, and focused on results. We are a West Virginia non-profit and the state's largest feeding organization. Located in the heart of West Virginia, our mission is to feed West Virginia's hungry and empower communities to end hunger.

### **What you'll do**

We need someone who will oversee our warehouse and volunteer activities at our Rock Branch facility in Poca. If you enjoy hands-on physical work, are highly motivated, can initiate action and motivate others, then the Branch Coordinator position is for you. This position works to provide our volunteers guidance and ensures that our product is built and delivered in a safe and timely manner. You will be working as a liaison between other departments and the Director of Rock Branch to accommodate for any CSFP or volunteer activities. Your hands will move the food that feeds our neighbors in West Virginia.

### **Here are examples of what you'll be doing everyday:**

- Provide leadership and training to ensure that all work is completed in a correct, safe, and timely manner.
- Doing inventory (we count everyday) it's critical to our success.
- Stage product for efficient pickups.
- Using cool equipment such as pallet jacks, forklifts and reach trucks (we do on-site safety training).
- Keep our warehouse spiffy clean-food safety is #1.
- Do your part to help us run smoothly and pitch in wherever you can to advance our mission

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### **And then there's you....**

- Want to be the best. You thrive in a fast-paced environment with tight deadlines, and are always thinking two steps ahead of everyone else.
- Not afraid to work hard. Working at a food bank is tough work, but every day you are feeding a struggling family in West Virginia.
- Willing to roll with the punches. We schedule as much as we can, but every day brings new challenges.
- Team orientated. The person in this role must be willing to help out their team to get the job finished right, but also be able to delegate tasks to reach optimal efficiency.

### **Of course...**

We are an equal opportunity employer and all applicants will be considered. We are committed to a diverse and inclusive workplace where we learn and work together to change West Virginia.

This is a full-time position, 38-45 hours per week starting at \$15.85 per hour. Applicant must be able to work a floating schedule starting at 7:00am, Monday-Saturday. Please send resume, references, and cover letter to [eric@mountaineerfoodbank.org](mailto:eric@mountaineerfoodbank.org)

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<b>Job Description Title:</b>	Branch Coordinator – RB	<b>Primary Supervisor(s):</b>	Director of Rock Branch
<b>Location:</b>	Mountaineer Food Bank Rock Branch (160 Jacobson Drive, Poca, WV 25159)	<b>Travel Required:</b>	Some – Valid Driver's License Required
<b>FLSA Classification:</b>	Exempt – Salaried	<b>Position Status (FT, PT, etc.):</b>	Full Time
<b>General Workday/Week:</b>	Varies and May Include Evenings and Weekends	<b>Physical Demands:</b>	Moderate/Heavy
<b>Required Education and Experience:</b>	Minimum of 1-2 years operations and/or warehouse experience in food industry	<b>Safety Sensitive</b>	Yes

**PHYSICAL / ENVIRONMENTAL DEMANDS:** *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting		X		
Using hands to finger, handle or feel				X
Reaching with hands and arms				X
Climbing or balancing		X		
Stooping, kneeling, crouching, or crawling			X	
Talking or hearing				X
Tasting or smelling		X		
Driving		X		

This position is described as **Moderate/Heavy** performing strenuous daily warehouse activities. This position requires lifting or carrying items more than 75% of the time. Frequency of weight lifted is as follows: up to 50 lbs. over 2/3 of the time. This position requires safe and efficient operation of heavy machinery (i.e. forklift and electric pallet jack). This position requires the individual to provide volunteers guidance and ensures that MFB's product is built and delivered in a safe and timely manner. This position works as a liaison between other departments and the Director of Rock Branch to accommodate for any CSFP or volunteer activities. The work environment varies between a well-lighted walk in cooler and a well-lighted warehouse. The noise level varies, but it is usually moderate.

**Equipment Used:** Computer/laptop, telephone, copier, printer, forklift, electric pallet jack, manual pallet jack, box cutter, tape gun, stretch wrap, and other packing material

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### **Our Vision:**

***We believe in a West Virginia where no one goes to bed hungry...today or tomorrow.***

### **Position Summary**

MFB partners with agencies to serve senior citizens through our CSFP program. With that being said, the Branch Coordinator will ensure that the CSFP boxes are built for these programs in a safe and timely manner. This position will receive various shipments of product on a monthly basis and be required to keep an accurate daily inventory of this product. In addition, the Branch Coordinator works alongside volunteers and staff on a daily basis to make sure that boxes are built and various other activities are completed. The Branch Coordinator aims to keep food safe, work efficient, and a fun atmosphere amongst workers/volunteers.

### **Attributes & Values:**

This position requires an individual that is passionate, focused and shows creativity around the Food Bank vision, mission, and values.

- **Motivated-** intrinsically motivated, diligent and push yourself to do your best work. Always looking for new ways to grow and improve.
- **Humble-** self-confident but not arrogant and quick to share credit and praise others freely. Willing to help the team get the job finished right.
- **Wise-** Emotionally intelligent and know how to communicate with and work well with others. Understand how your words and actions affect the people around you.

**Mountaineer Food Bank uses the Working Genius model ([www.workinggenius.com](http://www.workinggenius.com)) to assess and identify attributes for each position based off the WIDGET model.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### *Volunteer Engagement*

- Assist in organizing volunteer activities
- Engage volunteers in a positive environment
- Create goals for volunteers to achieve
- Work efficiently with volunteers to complete the intended outcome

#### *Operations Management*

- Maintain a daily inventory with less than 2% variance
- Maintain sanitary, safe food handling practices in the warehouse
- Ensure that all food safety standards are met to keep the highest level of integrity for all products

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- Maintain physical layout of warehouse that allows an organized and efficient flow of food, while maximizing space
- Unload deliveries and provide an accurate account of all incoming products to the inventory clerk
- Rotate food on a “first in-first out” basis
- Ensure that short shelf life food is distributed to agencies in a timely manner
- Stage agency orders according to MFB
- Load delivery/transfer trucks according to MFB
- Communicate with staff who contribute to the overall success of the program/activity

#### *Operations Maintenance*

- Maintain cleanliness of the food bank warehouse
- Maintain cleanliness of the food bank equipment
- Report all maintenance need or problems to the Director of Rock Branch

#### *Other*

- Other job duties as assigned.

#### **Experience**

- 1-2 years operations and/or warehouse experience in the food industry preferred.

#### **Job Competencies:**

- Demonstrates a passion, focus, and creativity around Food Bank vision, mission, and values.
- Possesses a strong work ethic with orientation toward accountability, accuracy and continuous improvement.
- Extremely detail oriented and thorough
- Ability to work as part of a team and effectively collaborate with others to meet goals
- Ability to effectively develop and maintain good working relationships with internal and external (staff, volunteers, etc.)
- Ability to anticipate and meet deadlines as required
- Ability to think creatively and with strategic vision; Skilled in out-of-the-box thinking and developing new strategies
- Proficient with heavy machinery, technology, software, and Microsoft office
- Demonstrates strong leadership skills
- Demonstrates motivation and initiative
- Has the ability to solve complex problems

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**Physical, Mental, & Environmental Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Work in a well-lighted cooler and heated warehouse environment.
- Sit, stand, walk, bend, kneel, and use hands, arms, and legs for dexterity, balance and climbing stairs.
- Must be able to stand, walk, bend, kneel, and use hands, arms, and legs for prolonged periods of time.
- Occasionally required to operate warehouse equipment and machines and recognize safety hazards in the workplace.
- Must be able to lift, carry, and balance objects weighing up to fifty pounds.
- Must be able to hear, see, read, and communicate verbally and in writing frequently with a wide range of people from divergent socio-economic and cultural backgrounds and origins.
- Must be able to express a positive attitude that is welcoming to others no matter the adversities that are faced
- Demonstrate a professional demeanor in interactions with all MFB staff, volunteers, agencies, donors, government officials and the public.
  - Keep informed and consistently practice the policies and procedures of MFB regarding compliance.
  - Possess knowledge of MFB and all programs.

Mountaineer Food Bank is an equal opportunity employer.

2025/EP/JCM

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