



UTAH FOOD BANK

JOB DESCRIPTION

POSITION TITLE: Agency Services Coordinator
SUPERVISED BY: Inventory Manager
RESPONSIBLE FOR: Serve as primary representative with agency ordering; assists with agency delivery schedules; communicates with agencies on recall issues and food order issues; performs site visits

DUTIES:

1. Communicates agency needs to Inventory Manager and Warehouse Manager
2. Responsible for any necessary data entry and posting of invoices to CERES
3. Makes recommendations for process improvement for reporting
4. Coordinates closely with Inventory Control Specialist and Inventory Manager regarding inventory issues
5. Responsible to generate pick lists for agency orders and to maintain order and invoice documentation
6. Ensures proper balance of product is on orders for agency distribution
7. Transfers product to Southern Distribution Center
8. Assists Inventory Manager with coordinating quarterly inventories
9. Communicates with agencies regarding product recalls; follows up and documents notifications; maintains product recall files for Feeding America reviews and audits
10. Maintain and file paperwork
11. Coordinate with warehouse and transportation regarding agency inventory issues
12. Assist in-house food programs with special events as requested
13. Other duties as assigned

QUALIFICATIONS:

- Minimum high school or GED, with two years work experience with inventory software
- Intermediate skills with Microsoft Windows and Office applications and with standard office equipment
- Proficient in basic math
- Ability to work and communicate effectively in a professional, courteous manner with staff, volunteers, agency personnel and donors
- Ability to work accurately and remain calm and focused under deadlines
- Excellent customer service and organizational skills
- High standards of professional ethics and conduct

PHYSICAL REQUIREMENTS:

The work requires long periods of standing on concrete floor, may require some recurring bending, crouching, stooping, stretching, reaching, or similar activities; some recurring lifting of moderately heavy items such as food boxes. Candidates should be able to lift 25 lbs. on a regular basis and up to 40 lbs. some of the time. The position also requires extended periods of sitting for computer input and telephone work. During peak seasons, all UFB staff may be asked to assist with receiving donations, picking up donations or other customer service work outside the normal scope of duties.