



## Hawaii Foodbank Job Description

Job Title	Food Rescue & Cold-Storage Specialist, Kauai
Department	Operations
Reports to	Operations Supervisor
FLSA Status	Non-Exempt
Last Review Date	July 2024 (New)
Reviewed By	Branch Director
Approved By	VP Operations
Approved Date	7/10/2024

### POSITION SUMMARY

The **Food Rescue & Cold-Storage Specialist** primarily provides support to all aspects of the warehouse operation. This position plays a crucial role within the operations. This includes but is not limited to receiving donations from various donors, assisting with the loading and unloading of goods, sorting and storing salvage, daily salvaging operations, and the completion of periodic reports for management. The Food Rescue & Cold-Storage Specialist works under the direction of the Operations Supervisor, with oversight provided by the Branch Director and the VP of Operations. The position works closely across the warehouse team when deploying volunteers to salvage food in that work area and works closely with the Volunteer Team to plan daily and seasonal volunteer capacity needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but not limited to the following:

### FOOD RESCUE & SALVAGE

- Coordinates food sorting and salvage activities.
- Depending on the product class, practices **First In First Out (FIFO)** and **First Expired First Out (FEFO)** inventory management procedures for all foods received; adheres to discard protocol for any **Firm Use By** items that have reached their Expiration Date
- Manages cold storage according to food standards, rotation requirements, and replenishment in an efficient, organized, and safe manner.
- Achieves targets and goals for use of space, turnover, labor resources, and waste minimization. Inspects, applies date codes, rotates and store produce upon arrival.
- Processes all products received from the Reclamation program. Ensures 100% compliance and leads relationship with Return Inc.
- Uses Inventory software provided to accurately record food and non-food inventory, including the necessary changes to SKU's.
- Maintains Chill & Freezer by means of ensuring that all products are easily accessible to the Agencies, Volunteers & staff members.
- Maintain accurate records of warehouse dump, recycle, & salvage poundage. Understanding the percentage scale of our food rescue program.
- Maintain Temperature Logs for the warehouse, chill & freezer ensuring temperatures are within "safe range" – documenting deviations and any possible incidents and/or occurrences that may happen before, during or after operational hours.



- Manages storage according to Feeding America guidelines, rotation requirements and replenishment in an efficient & timely manner.
- Assists in moving products from salvage location to specified locations within the warehouse.
- Maintains a clean and safe working environment within the salvage, chill & freezer area in accordance with AIB Standards, the Dept. of Health, and the FDA.
- Completes the daily and weekly completion of cleaning tasks for the chill, freezer & salvage room. Ensure documentation is complete & turned into the Supervisor at the end of the business day.
- Performs a variety of general duties including picking and packing orders, loading and unloading truck and storage racks, and proper storage and distribution of perishable (frozen, fresh, refrigerated) food products to our partner agencies

### **WAREHOUSE DUTIES**

- Coordinates daily check-in meetings with Operations Supervisor, including delegating duties and providing task assignments for Cold Storage warehouse tasks.
- Completes assigned **Master Cleaning Schedule** tasks on-time and according to established work standards.
- Provides adequate workspaces and requisite supplies.
- Participates in frequent Logistics cross-functional stand-up meetings to balance food flows and inventory levels.
- Conducts weekly assessment for cleaning and food handling supplies for distribution and warehouse and ensures all necessary items are stocked.
- Coordinates on-site food waste Compost and Farmer programs. Works with the Operations Supervisor to minimize waste, handling and tracking.
- Complies with all federal, state, and company policies, procedures, and regulations.
- Presents recommendations and assists with implementation of quality initiatives.
- Provide support on any other duties as assigned.

### **INVENTORY**

- Completes required inventory paperwork.
- Complies with inventory control and reporting requirements for all programs.

### **VOLUNTEER MONITORING**

- Works collaboratively with the Keiki Programs and Outreach Specialist for any volunteer activity within the warehouse.
- Provides in-depth volunteer training on salvage and warehouse procedures.
- Provides consistent monitoring and guidance for all assigned volunteers, including food sorting, food safety, personal hygiene and warehouse safety issues, etc.



**RECORD KEEPING**

- Adheres to the Standard Operating Procedures (SOPs) for the Cold Storage Area, whether written or unwritten.
- Completes **Food Safety Incident Reports** as they occur and submits to upper management for review and filing.
- Maintains all computerized program data collection records, along with any required manual data tracking for management planning and analysis.

**QUALIFICATIONS**

- To perform this job successfully, an individual must be able to meet and perform each assigned task(s) to standard. The requirements listed below is represented by knowledge, skill, and/or ability.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Evenings, holidays, special events and project work and weekend hours as needed may be required and/or asked of by the immediate supervisor.

**ORGANIZATIONAL RESPONSIBILITIES**

- Complies with food safety standards and procedures, including but not limited to, AIB and other regulatory agencies.
- Attends and participates in relevant staff and committee meetings.
- Participates in staff development activities/trainings as needed to complete job duties or as required by Operations leadership.
- Is responsible for developing and maintaining positive, effective working relationships with fellow staff, volunteers and board members.
- Participates in organization’s public awareness events, community outreach and fundraising events, as needed .
- Reports on-time for scheduled days and hours.
- Assists Operations by running errands, minor pickups and deliveries.
- Perform all duties in a safe and responsible manner, following all safety rules. Informs manager of any potentially hazardous conditions.
- Conducts self in a professional and ethical manner at all times. Treats external and internal customers and associates with courtesy and respect. Lives and upholds company mission and values.
- Ensures that all Hawaii Foodbank volunteers and agency representatives are treated with dignity and respect.

**PHYSICAL DEMANDS**

Physical Demands	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
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Pushing		X		
Pulling		X		
Lifting		X		
Ground to waist Height		X		
Waist to Chest Height		X		
Overhead Height		X		
Carrying		X		
Sitting	X			
Standing			X	
Walking			X	
Running	X			
Stair Climbing		X		
Bending		X		
Crawling	X			
Squatting		X		
Kneeling		X		
Stooping		X		
Crouching	X			
Climbing	X			
Forward Reaching			X	
Twisting		X		
Side Bending		X		
Overhead Reach		X		
Grasping			X	
Handling			X	
Finger Dexterity		X		
Vision				X
Hearing				X
Eye-Hand-Foot Coordination				X

**COMMUNICATION DEMANDS**

<b>Communication Demands</b>	<b>Not Applicable</b>	<b>Occasional 1-33%</b>	<b>Frequent 34-66%</b>	<b>Constant 67-100%</b>
The position requires talking to co-workers				X
The position requires talking to customers				X
The position requires written communication to co-workers				X
The position requires written communication to customers			X	



Communication Demands	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
The position requires talking to outside trade persons/vendors			X	
The position requires written communication to outside trade persons/vendors		X		
The position requires talking on the telephone		X		
The position requires supervising others		X		
The position requires responding to written or verbal requests of co-workers			X	
The position requires responding to written or verbal requests of vendors			X	
The position requires training/giving verbal instructions	X			
The positions requires receiving verbal instructions				X
The position requires receiving written instructions			X	
The position requires writing/composing written language		X		
The position requires reading				X
The position requires visiting/working at different worksites		X		

**POSITION REQUIREMENTS**

- Valid Hawaii Driver’s License
- Forklift Certification, (Will train and certify on the job)

**EDUCATION and/or EXPERIENCE:**

- High School Diploma
- 1 year work experience and/or training

**LANGUAGE SKILLS:**

- Ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in a one on one and/or small group situations to customers, clients and other employees of the organization.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Computation of rates, ratio, and percentages, draw and interpret bar graphs. Ability to apply all concepts of bookkeeping and all generally accepted accounting procedures.

**REASONING ABILITY:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to problem solve in most situations.

**EQUIPMENT, MACHINES, TOOL, VEHICLES USED:**

- Ability to use Microsoft Office Outlook – by usage of a computer workstation including keyboard, mouse, printer, fax, and multi-line phone systems to execute tasks
- Ability to use Reclaim software to accurately document program.
- Ability to operate material handling equipment such as forklifts, pallet jacks (electric/walking) and other motorized company vehicles in a safe manner.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by individuals to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the functional use of hands to finger, handle, feel objects, tools, and/or controls; push, pull and/or reach with hands and arms; and be able to communicate and listen. The candidate will be required to walk short distances and sit for short periods of time and occasionally required to stand. Specific vision abilities required by this job include distance vision and the ability to focus using hand eye coordination.

**WORK ENVIRONMENT:**

- Require the use of computer equipment, calculator, fax, copier, and telephone.
- The noise level is moderate to loud at times.

**ADDITIONAL INFORMATION**

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description.



This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

I have read and understand the essential duties, responsibilities and qualifications for this job and am able and willing to perform them accordingly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name