



Warehouse Volunteer Lead Orlando, FL 32805 Operations

Job Type: Full-time

Description: Warehouse Volunteer Lead - Operations - Orlando. This position is based in Orlando, FL supporting volunteers in our warehouse during their selected shift.

About Second Harvest: Second Harvest Food Bank of Central Florida is a member of Feeding America - the largest charitable domestic hunger-relief organization in the United States. SHFBCF secures and distributes food and grocery products to approximately 750 local nonprofit feeding programs throughout Central Florida. Last year, with the help of food and financial donors, volunteers and a caring, committed community, the food bank has distributed enough food for 81 million meals to partner programs such as food pantries, soup kitchens, women's shelters, senior centers, day care centers and Kids Cafes. In addition, Second Harvest's 16-week culinary training program teaches foodservice-based technical, life and employability skills to economically hard-pressed adults. Second Harvest is distributing enough food to feed 66,000 people a day. To learn more about SHFBCF, visit www.FeedHopeNow.org.

Department Overview: The Volunteer Management group is a critical part of the Operations team at Second Harvest. They play a key role in the day-to-day function of using our vast volunteer base to sort food for our clients. This also includes tasks handling minor warehouse operations such as inspection, acceptance, put-away to picking, packing and order assembly. This department organizes the various ongoing projects daily based on the needs of the organization.

Work Hours: Tuesday - Saturday: 7:30AM - 4:00PM; Some flexibility required for nights and weekends; Ability to travel within seven county service area as needed.

Job Summary: The Warehouse Volunteer Lead will coordinate activities of volunteers engaged in the reclamation of donated products and assist in keeping records of the product handled. The Lead also ensures that volunteers follow procedures according to our Safe Food Handling Guidelines and that the warehouse environment provides a safe and favorable experience for volunteers and promotes the mission of the organization.

Job Responsibilities: Process, sort, categorize, store and rotate canned, dry food and non-food items. Lead volunteers in daily sorting activities. Direct the movement of Perishable and Non-Perishable salvage into the isolation area for sorting. Use forklift or pallet jack to move products following established operational and safety procedures. Oversee the sorting and inspection of products using blue light and visual inspection to determine contamination, infestation, expiration or spoilage. Perform quality control functions, including random audit and perform final check of boxes, before product leaves the Salvage Area, for mislabeling, breakage, expiration or contamination. Establish appropriate labeling to properly store and locate products; track product levels with Inventory Control Manager. Confer with Volunteer Director to coordinate volunteer scheduling, avoid conflicts and maximize efficiency. Advise Inventory Control Manager of uncategorized or slow-moving products and move merchandise to assigned areas. Maintain up to date knowledge of salvage management procedures in order to implement improvements and maximize efficiency. Conduct salvage area inspections for pest control and cleanliness. Conduct equipment inspections to ensure equipment and facility are operational; advise Operation Manager of malfunctions, breakdowns and needed repair or replacement. Work with Operations Manager to obtain approval for expenditures for purchases, supplies, maintenance of equipment or salvage facility area in accordance with established guidelines; identify ways of reducing expenses and improving efficiency. Other duties as assigned.

Requirements: Knowledge, Skills, Education and Experience Required: Strong oral and written communication skills. High school graduate or GED. Certified Professional Food Manager (or acquired within 60 days). Valid Florida driver's license and reliable transportation. Previous forklift experience. Ability to lift up to 50 pounds frequently. Ability to work in extreme temperatures (hot and cold). Ability to work with a highly diverse and rotating volunteer staff. Ability to stay organized and manage time wisely.

Desired Skills and/or Certifications: Bilingual (Spanish)

To Apply: www.feedhopenow.org