JOB POSTING
Distribution Center Coordinator – WEST* (Full-Time)

** This position is for our Weatherford, TX location*

Mission

Empowering communities to eliminate hunger by providing food, education and resources through innovation and collaboration.

SUMMARY

Under direct supervision, performs a variety of routine shipping and receiving tasks as well as Inventory tasks. Compares identifying information on incoming or outgoing shipments with purchase orders, invoices, or other documents. Inspects loads to determine appropriate actions such as can load be worked directly in to inventory, or does it need work to ensure the quality, integrity and accuracy of the shipment.

DUTIES AND RESPONSIBILITIES:

Assist to monitor and maintain current inventory accuracy; process purchase orders as required; assist in investigating of inventory problems.

- Creates loads and checks shipments that are to be sent to agencies
- Receives and helps in unloading of products and compares information with packing slips with purchase orders to verify accuracy of shipments.
- Determines how to work the load, can it be sorted easily or need a more thorough sort and quality check.
- Sorts, counts, packages, labels, insures, unpacks and or logs inventory, which is shipped or received.
- Inspects shipments for damages or defects: records discrepancies or damages and notify the supervisor.
- Checks the inventory system for available bin locations for items received or worked in quality control.
- May maintain department database, prepare routine receiving reports, and file shipping and receiving records.
- Need to be able to operate pallet jacks and forklifts in unloading, loading and moving of products.
- Assist receiving/quality control department in cleaning duties.
- Follows established departmental policies, procedures, and objective, continuous quality improvement objectives, and safety and or infection control standards.
- Ensures proper care in the use and maintenance of equipment and supplies

- Assist in promoting workplace safety.
- Performs miscellaneous job-related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to multitask, analyze and sole problems.
- Ability to prepare routine paperwork.
- Knowledge of supplies and equipment, and inventory control.
- Ability to reconcile stock counts to report data.
- Ability to receive and stock inventory.
- Ability to add, subtract, multiply and divide whole numbers.

Benefits

- 3 weeks PTO + 3 weeks of Holiday per year
- 90% employer paid health insurance (individual coverage)
- 100% employer paid dental, basic life insurance, short and long term disability
- 4% contribution to retirement plan after one year of service + 3% employer match

How to Apply

Please include a cover letter outlining recent experience with your resume and submit to Jobs@tafb.org

Tarrant Area Food Bank is an Equal Opportunity Employer. Drug testing is required.