Our Vision: "Every neighbor. With enough food. Everyday."

Job Title:	**Sharing Floor Coordinator**
Reports to:	**Associate Director of Operations - Warehousing**
Classification:	**Full-time, Non-Exempt**
Location:	**Athens, GA**
Compensation:	**$18.00/hr**

About Us:

The mission of the Food Bank of Northeast Georgia (FBNEGA) is to connect neighbors with nourishing food.

Our team has united for more than 30 years to: build a greater understanding of food insecurity; create clear pathways for donors, volunteers, and community members to invest in solutions to this widespread problem; to serve as the hub of an expansive supply and distribution network; and, ultimately, to bring food insecurity across our 15-county region to functional zero.

Our Values:

Accountability: We commit to continuous improvement and transparency in all that we do.

Belonging: We create a place of welcome and hospitality for all.

Compassion: We acknowledge that hunger is a burden that no one should bear alone.

Dignity: We honor the humanity of all people.

Efficacy: We get things done and understand the urgency of our work.

Stewardship: We honor the power of giving by applying resources in a mission driven and thoughtful manner.

Job Summary:

The Sharing Floor Coordinator supports the FBNEGA's various Member Agency shoppers during their shopping process and is responsible for the stocking and upkeep of the Sharing Floor area. The Sharing Floor Coordinator assists with the safe and efficient receiving, sorting, and distribution of food and other products in the Sharing Floor area. The Sharing Floor Coordinator also serves as a key supporter of the Volunteer and Warehouse teams to ensure that food flows smoothly through the FBNEGA from its arrival in the Warehouse to its departure via the Sharing Floor.

Key Responsibilities:

Customer Service on Sharing Floor

- Ensures that the Food Bank of Northeast Georgia always exemplifies the highest standard of customer service
- Ensures that all Food Bank Member Agencies are greeted and served in a warm, courteous, and helpful manner in alignment with our organizational values
- Informs Member Agencies of new and hot stock items; answers any questions
- Assists Member Agencies in handling product as necessary
- Assists Member Agencies in checkout, invoice processing, and appointment scheduling

Quality Assurance and Food Safety

- Monitors product expiration dates to ensure product quality. Reports expired and damaged products to the Associate Director of Operations – Warehousing (AD)
- Maintains daily temperature logs on all refrigerated equipment. Reports temperature variances or concerns to the AD
- Assists with rotating and restocking inventory
- Always maintains compliance with all relevant food safety standards
- Consistently performs regular equipment and building checks and ensures general maintenance is performed as needed, coordinating with AD as necessary

Stocking and Loading

- Assists with rotating and restocking inventory both in the Sharing Floor area and beyond as necessary
- Assures products are appropriately and attractively displayed
- Trains volunteers or other staff members in how to stock products, manage inventory, check for expiration dates
- Ensures that displays are well built, shelves are faced, and products are readily available on the Sharing Floor

Other duties as assigned

FOOD BANK
OF NORTHEAST GEORGIA

Qualifications:

- The Food Bank of Northeast Georgia is a Drug Free Workplace: Candidate must be able to pass criminal background check and drug screening
- Candidate must possess a satisfactory Motor Vehicle Record
- Valid GA Driver's license, Insurable by the company's insurance carrier
- Candidate must be able to perform safely and efficiently in a physically demanding role
- Strong customer service skills; at least three years of customer service experience required
- Entry-level computer skills required; experience in Microsoft Office suite preferred
- Experience in food handling, restaurant, or grocery environment preferred
- Forklift and electric pallet jack experience preferred

Personal Qualities:

- Ability to work collaboratively across all FBNEGA departments
- Ability to use independent judgment in routine and non-routine situations
- Accuracy, timeliness, attention to detail, highly organized
- Ability to effectively communicate with a diverse range of stakeholders
- Ability to safely work under pressure and meet deadlines in a fast-paced environment

Work Environment:

Work is value, goal, and deadline oriented. Regular and predictable attendance is required. Weekend work and some extended hours may be required.

Physical Demands:

- The ability to constantly lift, move, and carry objects weighing up to 10 lbs. safely and comfortably
- The ability to frequently lift, move, and carry objects weighing up to 25 lbs. safely and comfortably
- The ability to occasionally lift, move, and carry objects weighing up to 75 lbs. safely and comfortably with a partner
- The ability to work for extended periods in indoor and outdoor non-climate-controlled environments, occasionally facing adverse weather conditions
- The ability to use close vision, distance vision, peripheral vision, and depth perception to see and respond while driving or operating machinery
- The ability to speak, for expressing or exchanging information and instructions through spoken word
- The ability to receive instructions or information by means of oral communication
- The ability to respond quickly to sounds
- The ability to stand, stoop, and walk to move safely over uneven terrain, in confined spaces, or during normal work conditions
- The ability to use hands and arms to reach, feel, handle, lift, or grasp items

Workplace Details:
Location: 890 Newton Bridge Road, Athens GA

Hours: Standard hours are 7:00am-3:30pm Monday-Friday but may vary based on work demand

Professional Development: We maintain an ongoing and open commitment to professional development and leadership. Staff have opportunities through:

- Feeding America
- Feeding Georgia
- Nonprofit Training Series
- Athens Area Community Foundation and United Way offerings

Compensation and Benefits:
- Values driven work environment
- Competitive compensation
- 401(k)/Roth 401(k) with up to 4% match
- Elective health, dental, vision insurance access
- Basic life, short-term, and long-term disability insurance
- Paid holidays
- Generous paid time off policy