

Feeding America West Michigan Food Bank
JOB DESCRIPTION
JOB TITLE: RECLAMATION ASSOCIATE

REPORTS TO: Reclamation Manager

GENERAL DESCRIPTION:

Overseeing and utilizing volunteer groups of all backgrounds to complete projects such as sorting, repacking, quality checking, etc. to fulfill the needs of the Food Bank and its operation.

ESSENTIAL JOB FUNCTIONS:

- Always maintain a safe work environment.
- Assist in planning & execution of projects assigned to the reclamation department.
- Assist in assigning volunteer staff in collaboration with the Volunteer and Reclamation Coordinator.
- Ensure all projects involving volunteers are ready when they arrive.
- Ensure all volunteers have washed hands and are properly attired for work in reclamation.
- Instruct volunteers on proper procedures for each product, cleanliness, and safety. Ensure understanding before beginning each project.
- Supervise all work assigned to volunteers, community service workers and others in the reclamation department.
- At all times comply with all Food Safety regulations.
- Ensure all activities conducted by the reclamation department are in compliance with government regulations and Feeding America standards for safe food handling and sanitation.
- Ensure the timely completion of quality control activities and daily poundage reports.
- Assist with tours of the food bank to volunteers and to other visitors.
- Follow all setup and clean up procedures correctly with special attention to putting away items in their proper place.
- Coordinate with other reclamation staff so there is one person in the department at all times.
- Renew the Safe Serve regulations receiving a score of 90% or higher every two years.
- Comply with all personal policies and procedures.
- Perform all other duties as assigned by the Reclamation Coordinator.
- Required to work rotating Saturdays

This list is not all-inclusive and other duties may be assigned

Professional Requirements:

- Good interpersonal relationship skills, including volunteer management skills
- Ability to lift at least 50 pounds on a regular basis
- Ability to operate a forklift and other warehouse equipment
- Experience with and/or knowledge of safe food handling, salvage handling and volunteer management
- Attention to detail
- Knowledge of warehouse operations
- Basic computer skills
- Good organizational and math skills.

Equal Employment Opportunity

It is the policy of Feeding America West Michigan Food Bank to provide equal employment opportunities to all people without regard to race, color, religion, national origin, age, sex or disability and to promote the full realization of that policy. FAWMFB will assure equal employment opportunities in all personnel actions and procedures including, but not limited to recruitment, hiring, training, transfer, promotion, compensation and benefits.