



Helena Food Share Position Description

Position: Receiving Coordinator

Hours: 40 hours per week, Monday – Friday

Flexible scheduling or overtime hours are sometimes required for evening or weekend work.

Compensation: \$17.00 to \$19.00 per hour DOE. This is a non-exempt position.

Supervision: This position will report to the Operations Manager.

Summary:

Helena Food Share has provided emergency and supplemental food assistance to those in the greater Helena area since 1987. Our mission is to serve our neighbors in need by providing food in a respectful and dignified way and by working with others to eliminate hunger in the greater Helena area. We pursue this mission while working toward our vision of creating a hunger-free community.

The Receiving Coordinator works with the Operations team to oversee all incoming and outgoing product. This includes receiving product from partnering sites, managing vehicle maintenance and cleanliness, stepping in to various volunteer positions when needed, and completing all work with food safety and customer service as a priority.

This work will require you to use our vehicles and equipment, including box trucks, pallet jacks, and forklifts. If you do not currently have this experience, we are happy to provide training. The Receiving Coordinator performs a variety of warehousing duties that require an understanding of food warehousing procedures and receiving and storing of products. This person should be flexible and adaptable to a fluid and dynamic environment, and bring a positive, can-do attitude to daily work challenges. Members of the Operations team prioritize customer service and collaboration, and can balance competing work demands with composure and accountability to achieve desired results.

Responsibilities:

- Operate warehouse equipment and vehicles safely and proficiently
- Drive a box truck on a daily grocery rescue route in all weather conditions
- Assist Operations Coordinator with daily market tasks
- Receive and store product in dry, freezer, and cooler spaces as appropriate
- Follow all Food Safety and Warehouse regulations
- Unload and inspect deliveries of purchased and donated product

- Conduct vehicle inspections and maintenance as needed
- Manage volunteers that are assigned warehouse or grocery rescue tasks

Required Qualifications:

- A commitment to eliminating hunger and its root causes
- Ability to operate, or learn how to operate, manual pallet jacks, electric pallet jacks, forklifts, and vehicles
- Ability to manage multiple projects with attention to detail, handle interruptions, maintain focus on tasks and produce accurate work
- Ability to obtain required certification relating to food handling and equipment usage
- Ability to both work independently and as part of a team; comfortable working in an office environment and offsite
- Willingness to innovate, problem solve and seek creative solutions
- Successful completion of criminal background and motor vehicle record checks prior to employment

Work Environment:

- Helena Food Share's culture is one of inclusion and support. The focus is on providing food programs with dignity and respect while ensuring donor support is honored and utilized efficiently. Please review the HFS Philosophy: <https://helenafoodshare.org/about-us/our-visionand-mission/>.
- We honor the difficulty of our work and support each other by sharing our stories, our successes, and our difficulties. We believe that by working together, we accomplish more.

Physical Requirements:

- Ability to lift 50 pounds from the floor and perform repetitive tasks.
- Ability to stand or operate equipment/vehicles for long periods of time.

Schedule: Monday-Friday, 7:45-3:45pm

Salary and Benefits:

This is a nonexempt, hourly position. The salary range is \$17.00 to \$19.00 per hour, depending on experience. Compensation also includes paid holidays, including birthdays and work anniversaries, annual leave, sick leave, retirement plan, and health insurance premium support for employer-sponsored health insurance plan.

Equal Opportunity Employer Statement:

Helena Food Share embraces diversity, equity, inclusion, and belonging by promoting a supportive environment that enables all members and stakeholders to achieve their full potential.

Our organization maintains diversity by:

- Promoting the participation of diverse persons within our areas of influence and service.
- Treating all persons and their interests with fairness and respect.
- Developing and participating in learning opportunities that support diversity.
- Promoting involvement in leadership opportunities by the Board of Directors and staff.
- Recognizing and opposing actual or perceived discrimination.
- Striving to honor the diversity of the community we serve through the makeup of our Board of Directors and staff.

These apply to all we encounter, regardless of race, ethnicity, gender identification, nationality, religious or political beliefs, age, sexual orientation, domestic circumstances, disability, geographic location, specialty, work setting, or level of professional experience.

Application Instructions:

- A complete application must include a cover letter, resume, and three professional references. Submit electronically to [hiring@helenafoodshare.org](mailto: hiring@helenafoodshare.org).
- The position is open until filled. Application reviews will begin on an ongoing basis.
- Please direct any questions to Kara Snyder at 406-443-3663 ext 107.