

North Valley Food Bank is a non-profit organization that facilitates a variety of programs to build food security and strengthen communities in NW Montana. We currently operate a free choice-model grocery store at our Whitefish location, several mobile pantries in neighboring communities, deliver food to a number of small rural pantries, collaborate with local food producers to strengthen our food systems, and host a variety of culinary initiatives through our commercial kitchen.

The Warehouse Coordinator will play a key role in managing all incoming and outgoing food.

Core Responsibilities

- Oversee all warehouse operations including receiving, storage, inventory management, equipment use and maintenance, systems, safety protocols, and outboard deliveries.
- Receive all scheduled deliveries at the off-site warehouse and onsite at NVFB.
- Manage all food drive donations with Community Engagement and Partnership Coordinator and the Store Service Support Coordinator.
- Develop and implement safe and organized food storage systems for the dry goods warehouse.
- Develop and implement safe and organized food storage systems for cold, frozen, and dry goods storage at the food bank, in collaboration with the Grocery Store Lead.
- Ensure that all food storage areas are in compliance with the County Health Department and TEFAP guidelines.
- Oversee inventory management, including accurately maintaining the inventory database, pick lists, and all necessary systems and communication.
- Utilize pallet jacks, fork lifts, lift gates, loading dock, hand trucks, and carts safely and efficiently.
- Support facility and equipment maintenance and repairs with the Director of Operations.
- Prepare all food for outbound distributions and deliveries.
- Calculate inbound and outbound food weights each month, including reporting rescue food received.
- Oversee the Wild Game Processing Program including communicating with Game Wardens and community hunters, receiving animals, overseeing all meat processing shifts, and all associated paperwork for the Hunters Against Hunger program. *Seasonal October - February*
- Using the box truck, load, transport, and unload pallets of food.
- Sub-driver for local pick ups and deliveries using the box truck or van.

Required Professional Competencies

- Strong organizational skills and attention to detail with 2 or more years of experience in a food and beverage warehouse environment.
- Creativity, resourcefulness, strategic thinking, and spatial awareness.
- Strong adherence to safety protocols and food safety standards.
- Excellent communication skills, and ability to collaborate with co-workers.
- Ability to cultivate and maintain positive rapport with a diverse group of peers, customers, volunteers, and community partners.



Warehouse Coordinator

Base rate: \$22 per hour

Status: Regular, Full-time, Non-exempt

- Must be able to lift 20-40 pounds repeatedly and up to 50 pounds occasionally, conduct physical work for long periods of time, and work in a dynamic work environment.
- Must be comfortable using electric and manual pallet jacks, forklifts, lift gates, and an electric hoist.
- Must be able to drive a 16 - 26 foot refrigerated box truck. Training available with outside trainers, if necessary. CDL not required, but helpful.
- Must have a valid driver's license and maintain a safe driving record.
- Must be able to work in adverse weather conditions.
- Must have or be willing to obtain ServSafe Food certification.