



Logistics Coordinator, Operation Commissary

Position: Full Time / Regular / Non-Exempt

Supervisor: Director, Outreach

SUMMARY: The Logistics Coordinator, Operation Commissary is responsible for program logistics to include food inventory and the safe and timely delivery of food bags across the service area. Additionally, this position will perform outreach duties to include engaging with Veterans and community partners to promote the program, assist with online inquiries and promote Operation Commissary.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Delivery:

1. Creates delivery schedules/routes based on current program enrollees to deliver food bags to enrollees' residence, determined by Operation Commissary needs.
2. Delivers food bags across the service area while providing top quality customer service and serving as a brand ambassador.
3. Schedules and delivers monthly bulk delivery bags to our community partners.
4. Completes case notes and proper documentation for deliveries and interactions with enrollees.
5. Completes mileage logs, safety checks and proper paperwork during deliveries and refueling.
6. Maintains Operation Commissary vehicle cleanliness (interior/exterior) and fueled minimum weekly, more if needed.

Food:

1. Completes weekly inventory of the food for the upcoming weekly deliveries and order additional food, if needed.
2. Completes and submits expense reports to Program Director based on food received for deliveries.
3. Maintains established food storage standards required by State, Local, and Partner Agency policies.
4. Completes monthly checks to ensure food has not passed "best by" or expiration date.
5. Maintains availability of snacks, "basic needs" and "ready to eat" food bags for OSDTN staff.

6. Receives and inventories in kind snack donations for the Service Center; ensure snacks and water are available for Veterans daily.
7. Hand stacks cases of product weighing up to 50 pounds repetitively from floor to overhead shelving.
8. Moves products from pallets to racks using a pallet jack or other equipment.
9. Performs daily checks to ensure all cardboard, trash and pallets are removed from the warehouse.
10. Performs basic sanitation duties to maintain a clean and safe environment; clear aisles of debris, stack empty pallets and return pallet jacks to charging area.

Volunteers:

1. Works with Volunteer Coordinator to confirm volunteers are available to assist with packing food bags on Friday for the following weeks' delivery.
2. Assists Volunteer Coordinator in welcoming, providing an OSDTN overview, and giving a tour to each volunteer group.
3. Supervises volunteers while they are in the OSDTN warehouse, answers any questions, and assists with packing weekly shipments.

Outreach:

1. Engages with Veterans experiencing food insecurity and community partners to promote Operation Commissary and its food services.
2. Determines Veterans' baseline eligibility and help complete online or paper inquiries for Operation Commissary enrollment.
3. Helps promote Operation Stand Down TN services to include Operation Commissary.
4. Maybe required to work outreach events on nights and/or weekend; as needed.

General Duties:

1. Adheres to agency and department policies and procedures.
2. Participates in Agency and Department meetings and events, collection of data/information, and Quality Improvement Monitoring and Review.
3. Performs other duties as designated by supervisor or agency.

QUALIFICATIONS:

Associate degree required; bachelor's degree preferred. Delivery service experience preferred. Must possess valid, current Driver's License.

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

- Veteran preferred.
- Customer service mindset
- Excellent organizational, multi-tasking and time management skills.
- Ability to motivate clients and staff toward success.
- Compassionate, energetic and team focused.

BENEFITS:

Fun, mission driven culture; excellent PTO policy; 401K and subsidized health care, dental and vision plan.

HOW TO APPLY:

A resume and cover letter should be submitted to jobs@osdtn.org. No phone calls please. Selected candidate must pass a drug test and background check.

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As of Oct 2024