



<b>JOB TITLE / ASSIGNMENT:</b>	Operations Coordinator
<b>REPORTS TO:</b>	Distribution Manager
<b>CLASSIFICATION:</b>	Full-time, non-exempt
<b>SALARY RANGE:</b>	\$21 - \$24 / hour
<b>HOURS:</b>	Monday – Thursday: 7 am – 4 pm, Friday: 7 am – 12:30

### **ABOUT SOUTH COUNTY OUTREACH:**

For more than three decades, South County Outreach has been a leader in the fight to end hunger and homelessness in Orange County. We believe that helping people help themselves is the most effective way to build a self-sustaining community. Through the implementation of programs like our homeless prevention program and food pantry, which distributes over one million pounds of food and keeps nearly 2,000 children fed each year, South County Outreach continues to do what we do best—housing hope and ending hunger.

### **OVERVIEW OF THE POSITION:**

The Operations Coordinator supports South County Outreach programs by ensuring the smooth receipt, storage, and distribution of food and in-kind goods. This role is highly hands-on and spends a significant portion of the workday driving to pick up and deliver food and other inventory to support SCO programs and community needs. The Operations Coordinator works closely with the Distribution Manager, warehouse staff, volunteers, and community partners to ensure efficient, safe, and reliable operations.

Due to the nature of this position, the employee must complete an online driver safety test, maintain a valid driver's license and current auto insurance, and have a satisfactory driving record.

### **DUTIES AND RESPONSIBILITIES:**

- Complete daily scheduled food pick-ups and deliveries from grocery stores, food banks, and community partners.
- Transport food and in-kind donations to SCO warehouses and program sites as needed.
- Assist the Distribution Manager with warehouse logistics, inventory organization, and inventory tracking.
- Support daily, weekly, and periodic tasks related to warehouse organization, cleaning, safety, and general maintenance.
- Assist with receiving, sorting, storing, and staging food and donated goods.



- Provide direction and support to volunteers during warehouse and distribution activities.
- Assist with occasional evening or weekend food distributions, donation drives, or special events as needed.

#### **KNOWLEDGE/SKILLS/ABILITIES:**

- Alignment with South County Outreach's mission and values.
- Ability to maintain confidentiality of business and client information.
- Ability to adhere to organizational policies, procedures, and safety requirements.
- Ability to meet all applicable safety requirements of the position.
- Strong organizational skills with the ability to manage workload and meet operational needs throughout the day.
- Strong interpersonal and communication skills with the ability to engage respectfully with diverse populations.
- Ability to work independently while also functioning effectively as part of a team.
- Demonstrated problem-solving skills, including the ability to respond appropriately in time-sensitive or high-pressure situations.
- Ability to represent South County Outreach in a positive, professional manner within the community.

#### **ORGANIZATIONAL RESPONSIBILITIES:**

- Attend and participate in staff meetings, trainings, and required safety courses as requested by the Manager.
- Develop and maintain positive, effective working relationships with staff and volunteers.
- Perform other duties as assigned by the Manager.

#### **COMPUTER AND EQUIPMENT SKILLS:**

- Proficiency in Microsoft Word and Excel.
- Working knowledge of email, internet-based systems, and general computer use.

#### **PHYSICAL JOB REQUIREMENTS:**

- Ability to drive boxed refrigeration trucks and stakebed trucks with lift gates; may drive multiple hours per day.
- Ability to operate electric pallet jacks and pallet lifts (training provided if needed).
- Frequently lift and carry up to 50 pounds for short distances; lift items from ground level to waist level.



- Frequently stand and walk throughout the day, including navigating stairs.
- Sit at a computer workstation or desk for part of the workday.
- Use hands and fingers to handle perishable and nonperishable food items and operate computers, keyboards, and office equipment.
- Vision sufficient with or without corrective lenses.
- Hearing and speech within normal ranges, sufficient for clear in-person and telephone communication.
- Exposure to physical conditions and noise levels typical of a warehouse environment.

#### **MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE**

- Experience in a warehouse, logistics, or distribution environment preferred.
- Criminal background check and Live Scan clearance required.
- Valid California driver's license, current auto insurance, and reliable vehicle with a good driving record required.
- Certification in food handling safety standards preferred (training provided if needed).
- Oral and written fluency in English required. Bilingual preferred.

#### **TO APPLY:**

Please forward a resume to Sheila Teevans, Chief of Staff, at [steevans@sco-oc.org](mailto:steevans@sco-oc.org) and use "Full Time Operations Coordinator" in the subject line.