



## Processing Coordinator Position Description

Location: Irvine, CA  
Reports To: Processing Supervisor  
Status: Full-Time, Hourly, Non-Exempt; \$26.28/hour  
Schedule: Tuesday - Saturday, typically 7:30am - 4pm; Schedule may shift to Monday-Friday based on business needs. Weekdays may be scheduled anytime between 6am and 6pm (8-hour workdays).  
Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 15+ Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan and Employee Assistance Program paid by employer.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of community members in Orange County? At Second Harvest Food Bank that's exactly what you'll be doing – contributing to our mission to provide food for those who need it. You'll be working alongside team members who are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship. Come join our upbeat, collaborative team who are improving lives every day.**

### **About Second Harvest Food Bank of Orange County**

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security for all members of our community when they need our help.

### **POSITION DESCRIPTION:**

The primary responsibility of a Processing Coordinator is to oversee volunteers at our Distribution Center, as they sort, inspect, and package various food products. We are looking for detail-oriented candidates with strong leadership and communication skills. Our Processing Coordinator also must be comfortable working in a fast-moving, changing, and flexible environment.

### **ESSENTIAL JOB FUNCTIONS:**

- Oversee day-to-day processing activities, ensuring all products meet food safety and quality standards, including expiration date checks, spoilage removal, packaging integrity, and labeling accuracy
- Ensure food is handled in compliance with established food safety protocols
- Set up the processing area before volunteer shifts, including arranging tables, supplies, and product in a clean and organized manner
- Greet volunteers and provide clear instructions and demonstrations for the day's project
- Supervise volunteer workflow, ensuring efficiency, proper task execution, and adherence to food safety standards and internal procedures
- Safely move product and materials using pallet jacks, carts, or forklifts (training and certification provided)
- Clean and sanitize processing tables and volunteer areas after each shift; return unused materials to proper storage and clear the floor
- Work closely with Volunteer Coordinators to align on shift needs, group dynamics, and project goals
- Promptly report food safety concerns, facility issues, equipment malfunctions, or volunteer incidents to Leadership
- Foster a safe, welcoming, inclusive, and respectful environment for all volunteers, ensuring they feel supported and valued throughout their experience



### **REQUIREMENTS:**

- Customer service experience or experience working with volunteers
- Prior experience in warehouse operations and food handling preferred
- Basic knowledge of food safety principles (training and certification provided if needed)
- Willingness to operate warehouse equipment and complete forklift certification
- Strong verbal communication skills and ability to give clear instructions
- Basic computer proficiency (for inventory, shift documentation, or internal communication)

### **PROFESSIONAL QUALITIES:**

**Fundamental qualities, traits or attributes** expected of a candidate to display in the role. Candidates may display greater aptitude for these qualities to progress.

- Works efficiently while adhering to safety guidelines
- Strong communication and interpersonal skills; able to engage with diverse groups
- Dependable, organized, and detail oriented
- Flexible and adaptable to shifting priorities and group dynamics
- Comfortable working independently and collaboratively in a team environment
- Brings a positive attitude and a proactive, solution-focused mindset

### **ORGANIZATION REQUIREMENTS**

- Valid driver's license and insurance

### **PHYSICAL DEMANDS**

- Frequently required to stand, walk, bend, reach, and lift for extended periods throughout the shift
- Required to lift and carry up to 50 lbs
- Required to move, push, or pull up to 2,000 lbs. with the help of pallet jacks, forklifts, or related equipment

### **ENVIRONMENTAL FACTORS**

- Indoor office environment and warehouse environment with moderate noise at food bank location
- Varying temperatures, including cool storage areas
- Exposure to cleaning agents

*The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind*

*To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer.*