



Distribution Clerk

General Description

The Distribution Clerk is responsible for managing the GCCI distribution process including distribution of donated products to teams, inventory, quality control, record keeping, team coordination, and supervising others.

Reporting

This position reports to Warehouse Lead

Time Commitment

This position requires 1 day/week

Any position working a minimum of 2 days/week, may remain on their current team or they may elect to join the warehouse team

Key Responsibilities

1. Supervise Box Fillers and Warehouse Workers
2. Provide back up for Receiving Clerk in overseeing the Truck Drivers and Forklift Drivers
3. Complete all required daily recordkeeping including
 - a. Inventory lists
 - b. Load sheets for teams
 - c. Complete notes for next day Distribution Clerk
4. Authorize food to be used in food boxes for daily volunteers
5. Coordinate with GCCI partners to handle excess product
6. Instruct daily team warehouse workers on how to palletize a safe load and how to use the pallet jack
7. Other duties as assigned

Qualifications

1. Knowledge of general record keeping procedures
2. Knowledge of basic computer skills
3. Knowledge of GCCI programs, policies, procedures, and practices
4. Ability to grow as a supervisor
5. Effective internal customer service skills
6. Effective communication skills
7. Ability to handle multiple tasks through to completion
8. Ability to resolve issues with and between others
9. Critical attention to detail
10. Positive attitude