



Fighting hunger and poverty in northeast North Carolina

Serving Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Tyrrell and Washington Counties.

POSITION DESCRIPTION

Position Title: FACILITIES INVENTORY AND SAFETY COMPLIANCE COORDINATOR	Department: OPERATIONS	Reports to: Chief Operations Officer
Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> Intern	Pay scale: \$ 42,500 Annually Benefits* <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Hours per Week: 40	Fair Labor Standards Act (FLSA) Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Schedule: Mon – Fri: 8:00 am – 4:00 pm (occasional night and weekend hours may be required)

Revision date: 5/5/2026

MINIMUM REQUIREMENTS, EDUCATION, QUALIFICATIONS, CERTIFICATIONS & EXPERIENCE

- Bachelor's Degree or equivalent work experience and certification in a related field such as project management required.
- Experience working in a fast-paced production environment with 3 – 5 years' warehouse and/or supervisory experience with demonstrated independent judgement and analysis.
- Minimum of two years' experience with compliance to food industry standards (HACCP preferred)
- Advanced proficiency in Microsoft applications to include Excel, Word, Outlook, and web-based Microsoft 365 environment.
- Experience using a database to enter and retrieve information and reports with the ability to navigate vendor dashboards.
- Must have and maintain a valid, state-issued Driver's License with previous three years safe driving history.
- Must authorize a North Carolina Criminal Record Check and Motor Vehicle Report
- Must adhere to Food Bank of the Albemarle's Drug and Alcohol Policy

DESIRABLE SKILLS AND QUALIFICATIONS

- Must be a self-starter possessing the ability to independently manage projects from initiation to completion.
- Must possess the ability to work effectively in an independent manner as well as integrate as a highly resourceful team member under pressure and within deadlines.
- Must be able to interact professionally with the public and demonstrate excellent customer service skills, a positive attitude, and professional demeanor while developing rapport and engendering trust.
- Must have excellent written and verbal communication skills; exceptional interpersonal skills and be a focused listener.
- Strong organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Creative and innovative thinker, who actively presents new opportunities, proposes solutions, and recommends best practices.
- Must demonstrate the ability to work creatively, with flexibility, anticipate challenges, resolve potential issues with creative problem-solving, and maintain high work standards in a fast-paced environment

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities associated with this role.

POSITION SUMMARY

The Facilities Inventory & Safety Compliance Coordinator ensures a safe, functional, and compliant environment across all food bank facilities and equipment. The role maintains accurate records of organizational property (assets and equipment), conducts safety and compliance audits (including food safety), and oversees preventive maintenance for facilities and equipment. This position supports operational continuity, donor/partner confidence, and compliance with regulatory and accreditation standards.

ESSENTIAL FUNCTIONS**Organizational Property & Facilities Asset Management**

- Maintain an accurate, current inventory of organizational property (e.g., racking, forklifts/pallet jacks, dock equipment, generators, IT hardware in shared spaces, safety equipment, appliances, fleet support equipment).
- Track asset IDs, locations, condition, warranty/lease details, and service histories.
- Coordinate asset tagging, cycle counts, and annual fixed asset verification with Finance.
- Support procurement, replacement, and environmentally responsible disposal of facility-related assets.
- Acquire vendor files, service agreements, certificates of insurance, and W-9s as applicable and submit to Finance department.

Food Safety, General Safety & Compliance Auditing

- Conduct routine facility walkthroughs, formal and informal audits, to verify compliance with food safety, sanitation, pest control, temperature control, allergen separation, PPE usage, forklift safety, pedestrian safety, and housekeeping standards.
- Support adherence to relevant standards and requirements (e.g., local health department, OSHA general industry guidelines, food safety best practices, donor requirements; and where applicable, Feeding America contract standards, AIB Standards and FBA SOPs).
- Maintain required postings (emergency procedures, evacuation maps, OSHA posters, safety data sheets).
- Document audit findings; open, track, and close Corrective and Preventive Actions (CAPAs).
- Coordinate or support external inspections (e.g., fire marshal, health/sanitation, insurance risk assessments).
- Participate in incident response; conduct or support root cause analysis and near-miss reporting.

AIB & Food Safety Compliance

- Support the AIB compliance lead for the warehouse.
- Verify accurate and timely updates to all AIB documentation, logs, and required records.
- Coordinate and lead AIB pre audit inspections and corrective action plans.
- Verify sanitation schedules are followed and documented.
- Oversee pest control program and vendor performance.
- Confirm compliance with AIB standards, GMPs (Good Manufacturing Practices), food safety protocols, and other applicable SOPs.
- Ensure all temperature-controlled areas meet monitoring and documentation requirements.

Facilities Maintenance and Work Order Coordination

- Administer the maintenance and repair process for facility and equipment to include: intake, prioritization, scheduling with internal staff or vendors, status updates, and closeout.
- Maintain preventive maintenance (PM) schedules for critical equipment and life-safety systems (e.g., forklifts, dock plates, HVAC, fire suppression, alarms, emergency lights, generators, temperature monitoring systems).
- Ensure timely servicing, required inspections, and documentation for regulated systems (e.g., fire systems, backflow preventers, lift equipment).
- Track maintenance spend and support budget planning for facilities and equipment.
- Verify housekeeping standards (clean, organized, obstruction-free aisles; compliant racking conditions; labeled zones).

ESSENTIAL FUNCTIONS *(cont'd)***Inventory Controls (Facilities & Food Safety Interfaces)**

- Coordinate cycle counts for high-risk/critical supplies (e.g., gloves, PPE, thermometers, sanitizer, pest-control materials) and facility consumables (e.g., stretch wrap, labels, batteries).
- Verify accuracy of temperature-control logs (coolers/freezers), probe calibration logs, and sanitation logs; escalate variances.
- Monitor dock-to-storage temperature control protocols for receiving and shipping; ensure corrective actions for excursions.

Documentation, Data & Reporting

- Maintain organized records of audits, inspections, PM schedules, work orders, vendor invoices, and training completion.
- Prepare monthly and quarterly reports (e.g., audit scores, open CAPAs, PM on-time rates, incident metrics, cost trends).
- Maintain facility maps, zones, and signage; update emergency plans and contact lists in conjunction with the Safety Committee.
- Contribute to SOPs for safety, sanitation, maintenance, and emergency procedures; support version control.

Training, Culture & Cross-Functional Collaboration

- Coordinate required safety/food safety orientation for new staff and volunteers (PPE, pedestrian safety, lift-truck awareness, temperature control basics, sanitation).
- Reinforce a culture of safety and continuous improvement--encourage near-miss reporting and quick hazard remediation.
- Collaborate with organizational departments to align facility readiness with organizational needs.
- Communicate planned maintenance outages, safety constraints, or facility changes to leadership.

Accountability:

- Work harmoniously with all other departments and staff.
- Work closely with the Operations, Programs, and Finance teams.
- Standing member of the Safety Committee
- Participate in staff meetings, and special events.
- Other assigned duties aligned with Food Bank of the Albemarle's strategic objectives.

PHYSICAL REQUIREMENTS

This role requires on-site presence and is not eligible for remote or hybrid telecommuting options.

The physical demands of this position are considered heavy work. Essential job functions include:

- Must be able to lift up to 50 pounds repeatedly.
- Must be able to bend, stand, stoop, kneel, crouch, reach, twist, reach above or below shoulders, and work on their feet.
- Prolonged standing, walking, moving.
- Routine entry and work inside industrial refrigerators and freezers
- Visual acuity performing activities including but not limited to preparing and analyzing data and figures, viewing and transcribing documents, viewing a computer terminal, and extensive reading.
- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle.
- Must be able to navigate up and down stairs.
- Prolonged periods of sitting at a desk and working on a computer in an office environment
- Operation of office equipment requiring repetitive hand movements and fine coordination including use of keyboard

TRAVEL

- Local travel within the service area to carry out the duties and responsibilities of this position.
- Occasional distance travel to attend professional conferences may be required.

BENEFITS

*Benefits will accrue in accordance with the terms noted in the offer letter dated February 18, 2026.

DISCLAIMER

The Food Bank of the Albemarle's relationship with the community, from food donors to volunteers, is one of high visibility and all staff must exercise diplomacy and maintain a friendly and professional demeanor when interacting with various clients, suppliers, and volunteers.

This description is not intended to be an exhaustive list of all responsibilities, duties or skills required of personnel. Rather, they are general in nature and to be clarified upon request. The Food Bank reserves the right to update this Job Description at any time.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

The Food Bank of the Albemarle is an Equal Opportunity Employer.