



Engaging communities. Empowering individuals.

**Action Pathways, Inc.**  
**Job Vacancy Announcement**

Title	Type	Date Opened
Reclamation Coordinator	Full Time/Non-Exempt	08/16/2019
Department/Location	Entry	Closing Date
Food Bank/406 Deep Creek Road	\$14.03 per hour	"Open Until Filled"

**Required Education & Experience**

Associate's Degree (two-year college or technical school) in Office Technology, Computer Science or related field. One to two years related experience in an office environment with exposure to community groups. An equivalent combination of education and experience or training may be considered in lieu of a formal degree.

**Conditions of Employment:**

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a post-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Action Pathways, Inc. is an "at-will" employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause. Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

**General Duties and Responsibilities**

Responsible for coordinating receipts of and processing of salvaged products received by the Food Bank. Ensures sanitation and quality control of salvage processes in compliance with all applicable local, state, federal, and Feeding America standards and practices.

- Coordinates all aspects of the food salvage production maintaining adequate unsorted salvage levels.
- Coordinate and provides orientations for various groups, consistently monitor inventory levels of food, supplies, and prepare paper work orders as required working closely with the Inventory Control Clerk and Operations Manager.
- Responsible for opening and closing the Reclamation production area, cleanliness, and organization, conducting daily inspections to ensure compliance with safety and sanitation.
- Assists with special events, programs, and related distributions such as maintaining the Agency Shopping area.
- Assists the Program Coordinator in volunteer recruitment and retention.

**Knowledge:**

Applicant must be able to:

- Have a Serve Save Certification (required) and Fork lift certification is preferred.
- Keyboard at least 30 words per minute.
- Use basic warehouse equipment(Electric/Manual pallet jacks)
- Operate Food Bank specialized software within 90 days of hire

**How to Apply:**

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application <http://actionpathways.ngo/>. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of Human Resource Department.

**An "Equal Opportunity Employer"**  
**Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.**

