



Food Bank RGV

JOB DESCRIPTION

JOB TITLE: Transportation Coordinator
DEPARTMENT: 30 Operations
CLASSIFICATION: Non Exempt
POSITION/HOURS: Full Time *Some Weekends

DATE: June 2025
WRITTEN BY: Cynthia Alcocer-Garcia
REVIEWED BY: CEOs

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Logistics Manager
POSITIONS SUPERVISED: N/A

JOB SUMMARY

The Transportation Coordinator supports the Logistics Manager by assisting with route planning, transportation technology, and GPS management to ensure timely and efficient movement of products. This role plays a critical part in coordinating and auditing routes using Verizon's fleet management system and ensuring transportation of goods aligns with FBRGV goals.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Assists with coordinating transportation of locally donated products including routine retail routes and pick up of special donations
- Assists with coordinating all daily/weekly routing using Verizon system
- Audits driver routes, trip history, and Verizon data to identify inefficiencies, missed stops, or opportunities for improvement
- Serves as a liaison between drivers and the Logistics Manager to communicate routing changes/updates
- Assists with the tracking and maintenance scheduling of fleet using Verizon data and other internal systems
- Supports drivers in troubleshooting technology issues related to GPS tracking or route assignments
- Maintains detailed records of routes, audits, and transportation data for compliance and reporting
- Assists with maintaining an accurate and up-to-date log of equipment inventory and reports on repairs
- Ensures compliance with TX Department of Transportation regulations
- Operates forklift, trucks, pallet jacks, and other equipment in a safe manner
- Ensures that all health and safety standards are met according to established guidelines
- Complies with all health regulations and other laws that govern food handling
- Contributes to team effort by accomplishing related results as needed
- Evaluates existing procedures and recommends improvements to the Logistics Manager
- Performs additional duties as assigned by the Logistics Manager

QUALIFICATIONS

- Honesty, integrity, and commitment to fighting hunger in the Rio Grande Valley
- Must have clear understanding of and ability to articulate the mission of the FBRGV

- Excellent communication skills, both written and verbal
- Bilingual English/Spanish
- Ability to train others on various procedures
- Proficiency in Microsoft Office Suite
- Knowledge of or experience in the operation of warehouse equipment
- Ability to politely be firm and decisive
- Good judgement and discretion
- Ability to work cooperatively with other staff and volunteers
- Ability to manage time efficiently and to work independently with minimum supervision
- Programming knowledge preferred
- Knowledge of correct way to lift heavy items and physical ability to do so
- Orientation to detail, accuracy, and the meeting of deadlines
- Ability to present a professional demeanor under a variety of conditions
- Possession of currently Texas Class C driver's license and a clean driving record for at least three years prior to employment
- Ability to understand and follow instructions without supervision

EDUCATION/CERTIFICATION: High School Diploma.

SKILLS/ABILITIES:

- Strong customer service skills and willingness to assist others
- Able to communicate information clearly
- Attentive to detail
- Able to coordinate well with other departments and personnel
- Ability to operate pallet jack, forklift and other warehouse equipment

ADDITIONAL REQUIREMENTS OF THIS POSITION

REPETITIVE MOTIONS: Movements frequently and regularly required using the wrists, hands, and fingers.

PHYSICAL STRENGTH: Heavy work; exerts up to 50 lbs. of force occasionally, and/or up to 15 lbs. frequently and 5 lbs. constantly.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature (Employee has received a copy of Job Description): _____

Employee Name (Print): _____

Date: _____