

TITLE: Logistics Coordinator

CLASSIFICATION LEVEL: 3

REPORTS TO: Program Director

SUMMARY: Responsible for overseeing logistic and base functions of the program. This includes: maintenance, repair, upkeep of physical plant, grounds, equipment, fleet, course support, purchase and storage of food, in accordance with HIOBS and its contract with the Florida Department of Juvenile Justice.

ACCOUNTABILITY:

Supervision: Interns and Volunteers

Key Relationships: Instructors, Program Director, Course Director, Education Coordinator, Office Manager, Program Coordinator, Associate Director: Fleet and Facility, Outside Vendors, Outside Organizations (i.e. Health Inspector, Fire Marshall, EPA, DJJ, DCF)

RESPONSIBILITIES:

1. Purchase and storage of food for wilderness courses as well as provide pre and post course food for instructors that is in compliance with approved menu plan.
2. Oversee food pack out and assure that quantities and quality of food are acceptable.
3. Comply with all Health Department Regulations regarding cleanliness of food storage areas. Propose appropriate changes per health inspection reports.
4. Follow federal regulations in regards to the National Breakfast and Lunch program and maintain appropriate paperwork.
5. Follow federal commodity regulations and maintain inventory and appropriate paperwork.
6. Maintenance & repair of all base site structures and facilities, which includes all buildings, septic and water treatment, etc. to a safe and functional level within HIOBS, state and local fire and health codes.
7. Overall responsibility for the cleanliness of base and grounds, including garbage disposal, lawns, recycling and rubbish removal. This includes a daily walk through (prior to morning meetings) to assess what chores are in need of completion.
8. Complete and record weekly, monthly quarterly, bi-annual and annual inspections of all facility, safety, security, vehicle & motor vessels to meet HIOBS, QA/DJJ, DCF and other requirements. Assure full compliance with all requirements regarding Facility, Safety, Security, & Fleet as stipulated in Fleet & Facilities Manual.
9. Insure that vehicles and vessels are in safe running order at all times and a regular maintenance schedule is followed. Perform routine maintenance and service when ready. Maintain all vehicle records, safety equipment and vehicle manual.

10. Administer vehicle, vessel and trailer driving tests for new and returning staff. Complete documentation for this testing.
11. Participate and coordinate in HIOBS Accident Review Committees as needed. This committee will assess degree of negligence and monetary responsibilities for vehicle and vessel accidents.
12. Supervise and coordinate all logistical and vehicle support for all base and wilderness expedition needs. Perform transports when needed.
13. Insure that all base site and wilderness expedition equipment is inventoried, maintained & repaired to a safe and functional level. Oversee all gear issue and de-issue. Establish and implement a rotation/replacement system of all equipment. Determine financial responsibility for all lost or damaged gear.
14. Management of over the counter medication and ordering. Maintain control of these first aid supplies for the purpose of security/inventory/stocking. May not administer medication without Prescriptions/Non Prescription training.
15. Manage budget lines as assigned. Responsible for purchasing in areas of building, vehicle, equipment, program supplies and food. Complete required paperwork and approval regarding orders.
16. Participate in required training and meetings. Participate in Base Management Team and monthly Safety meetings.
17. Supervise volunteers and interns when assigned to logistical work. Assist in orienting all new employees, interns and volunteers to logistical systems. This includes, at a minimum: fire safety & drill, gear maintenance & repair, security and other logistical areas as appropriate. Complete required paperwork to document training.
18. Manage monthly fire drills as needed and complete necessary documentation.
19. Maintain DJJ and HIOBS Inventories.
20. Other duties as assigned by the Program Director.

QUALIFICATIONS:

1. Current in CPR and First Aid
2. Successful DJJ and HIOBS Clearance Screening
3. Completion of HIOBS medical prior to hire
4. Clean driving record
5. Florida Food Service Managers Certificate
6. Experience with facilities maintenance and repair
7. Experience with & ability to maintain fleet of vehicles
8. Experience with inventory and purchasing
9. Some knowledge of carpentry, plumbing, electrical and vehicle repair
10. Strong organizational skills
11. Strong communications skills

PHYSICAL REQUIREMENTS:

1. Ability to lift 30-40 pounds
2. Repetitive lifting

I have read and reviewed this Job Description:

_____ Employee Signature	_____ Date	_____ Printed Name
_____ Program Director or Designee Signature	_____ Date	_____ Printed Name