

Food Pantry Coordinator

1. Who

Title	<u>Food Pantry Coordinator</u>
Reports to	<u>Director of Operations</u>
Salary	<u>Part Time \$18-\$20/hr 10-12 hrs/week</u>
Employment Status	<u>Paid Staff</u>

2. What

The following descriptions are guidelines. They are not intended to identify every task that an employee will be asked to complete. They are intended as a general outline of the essential work responsibilities and qualifications of the position. Employee are expected to provide whatever assistance is needed so that both the agency mission and individual success will be achieved.

Under the general supervision of the Executive Director and Board of Directors, the Food Pantry Coordinator is responsible for the overall operations and functioning of mobile food pantry at pantry sites. This includes ensuring food safety standards, as well as training, supervision, and tracking of site volunteers.

3. How: Basic Skills

Communication	Cultural Humility, Active Listener, Resolves personal conflicts in a timely way. Provides information and assists with linkage to broader community and social services, particularly low income/limited resources communities. Ability to work and communicate effectively with a broad range of individuals and groups, any bi-lingual fluency is preferred but not required.
Team work	Team based, with ability to work independently. Values working in a multi-cultural, diverse environment. Values and supports inclusion and program access for clients. Supports partner agency goals for enhancing diversity and equity within program areas. Ability and commitment to work effectively within a team-dependent environment and provide leadership and support to staff or volunteers.
Problem solving	Able to use resources to complete project; Able to design and implement processes for the team to use.
Self-Management	Self-starter and willing to ask questions when uncertain; Able to prioritize. Able to work effectively in collaboration with other agencies, while also able to work independently
Technology	Salesforce, Microsoft Office, Word Processing, Email and Calendar management.
Learning	Willing learner of the community development process.

4. KEY PERFORMANCE OBJECTIVES

Outputs (in order of priority)	Key Performance Indicator
<p>Supports partner community members in delivery of high quality food program to their families.</p>	<ul style="list-style-type: none"> • Place OFB order before distribution day • Volunteer reminder emails or texts • Upon arrival at distribution day, point of contact and oversee food placement with volunteers • Training for volunteer standards of orientation and tracking. • Distribute food to families with professionalism and compassion • Handle the clean-up of the mobile food pantry after distribution, taking any extra food to partner pantries using company van • Necessary documents to Operations Director • Arranging and maintaining relationships for recruitment of cultural volunteers. • Assist with coordination and support of volunteers • Maintain confidentiality policies and respect the privacy of participating families • Assist with any additional data collection, tracking, and reporting as needed • Complete food orders before distribution dates within budget guidelines • Keep pantries in compliance during recalls • Support maintenance of food pantry files in collaboration Operations Director and Oregon Food Bank • Attend Oregon Food Bank orientation and other required orientations/trainings • Obtain OFB approved Food Handler’s Card • Communicate ideas and concerns to the direct and/or indirect supervisors in a timely manner • Other duties and responsibilities as assigned • Coordinate activities and donations with assigned leadership

5. QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

- Experience working with volunteers in an enriching, positive manner
- Willingness to ask questions and seek clarification when needed
- Ability to work effectively both independently and within a team environment
- Ability to manage multiple projects simultaneously
- Ability to maintain professional boundaries and confidentiality
- Possess excellent time management and organizations skills
- Possess verbal and written communications skills
- Ability to maintain appropriate and professional relationships with clients and volunteers
- Ability to communicate effectively with a broad range of individuals and groups
- Must hold a valid state of residence Driver License and have a clean DMV driving record with valid and current car insurance
- A Food Handlers’ Card valid in Multnomah and Clackamas counties will be required at time of employment. Further food safety trainings may be required by partner organizations

6. ORGANIZATIONAL RELATIONSHIPS/AUTHORITY

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager

Manages: Project and/or project team, individual volunteers when assigned, interns, and an Administrative Assistant.

Internal Contacts: Other staff both volunteer and paid. Supporting other projects when time and skill allows.

External Contacts: Community members, neighbors, vendors, and customers.

ORGANIZATIONAL AUTHORITY

Decisions made in the position with the assigned team where appropriate: day to day tasks to complete assigned projects, basic problem solving that honors the organizational policy and other staff who are impacted, spending with budget approval.

Decisions referred: Expenses that exceed project budget. Collaboration with office staff and key volunteers that supports a team based decision process for better result.

7. WORK ENVIRONMENT

Work is normally performed in an office, warehouse setting, and outside. Position may require occasional early morning and evening work. Position requires ability to sit for extended periods. Position requires use of computer, telephone, fax machine, copier, and may require accessing locations by use of stairs. This position requires the ability to lift up to 50 pounds on a regular basis and to move high volumes of food in an average workday. Must be able to regularly perform the following activities: bend, stretch, squat and twist while lifting or carrying items and moving in a safe manner. Must practice safe lifting techniques at all times. On occasion, repetitive heavy lifting may be required.

The Rockwood CDC and Food for Families is committed to building a diverse workforce to broaden and deepen our work in the communities we serve. We strongly urge candidates from communities of color, disability, LGBT, linguistically diverse populations, older adults and military veterans to consider application to our positions.

Rockwood Community Development Corporation is an Equal Opportunity Employer.

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by staff. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required.

New Staff Name:

 print

Signature:

 sign

Prepared by:

Volunteer Coordinator or Staff
Supervisor:

 print

Signature:

 sign

Date Issued:

info@rockwoodcdc.org

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