

**POSITION: Food Programs / Volunteer Coordinator**

**DEPARTMENT: Food Pantry**

**REPORTS TO: Food Programs Director**

**JOB TYPE: Part-Time, Non-exempt**

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### **JOB SUMMARY:**

The Food Programs / Volunteer Coordinator works closely with the Food Programs Director ensuring the efficient distribution of food assistance to individuals and families in need, fostering a supportive environment, and maintaining a high standard of dignity for all clients. The ideal candidate is detail-oriented, people-focused, and passionate about serving the community through food justice and outreach.

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### **KEY RESPONSIBILITIES:**

- **Food Pantry Distributions:** Support the planning and execution of twice-weekly food distributions, ensuring accurate and timely distributions of food to all clients; ensure logistical needs are met, including setup, signage, crowd control, and cleanliness; support client interaction and maintain a welcoming environment.
  - **Inventory Management:** Order food and supplies; track and maintain accurate inventory levels; receive, organize deliveries; ensure proper storage and food safety compliance; monitor expiration dates, and follow food rotation procedures.
  - **Volunteer Coordination:** Supervise and direct volunteers, assign tasks, provide training, ensure a positive experience for all volunteers.
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### **QUALIFICATIONS:**

- High school diploma or equivalent
- Proficient in computer use (e.g., Microsoft Office, database and spreadsheets)
- Exceptional organizational skills with keen attention to detail and the ability to manage multiple tasks simultaneously
- Strong interpersonal and communication skills, with preference given to candidates who have experience working with diverse populations or in food pantry operations/social services
- Ability to work independently while also contributing to a team environment
- Physically capable of lifting up to 40 pounds and standing for extended periods

- Willingness to work outdoors in all weather conditions
- Availability to work for special events (e.g., weekends or evenings)
- Bilingual in English and Spanish a plus

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