



Position: Food Distribution Coordinator – Forsyth County

Classification: Part Time, 15-20hrs/week

Commitment: Tue & Wed 8am-1.30pm; Thurs 8am-3pm; 1-2 Saturday mornings per month

Reports to: Director of Food and Senior Services

The Food Distribution Coordinator will be the consistent interface with our volunteer staff for the three days of distribution at The Place at our Forsyth County food pantry. The Coordinator will work closely with the volunteers to distribute food to our families in a friendly, timely and efficient manner. The Place has a well-established and highly effective process for providing food for our clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee the timely and efficient distribution of food to our families
- Manage the inventory of frozen, refrigerated and non-perishable food items at the pantry.
- Ensure the food intake logs are properly maintained in a timely manner.
- Supervise volunteer schedules.
- Maintain a clean and organized pantry.
- Work with volunteers while maintaining a positive and respectful environment for both colleagues and our clients.
- Obtain ServSafe certification within the first month of hire.
- Obtain forklift certification.
- Prepare and coordinate our growing mobile pantry distribution.
- Other duties as assigned by the Director of Food and Senior Services.

QUALIFICATIONS AND EXPERIENCE

- High school diploma/GED.
- Excellent verbal and written communication skills.
- Experience working with and managing volunteers.
- Experience with a food pantry or other non-profit is preferred.
- Ability to work collaboratively with the Food team.
- Detail oriented, strict adherence to process and procedure needed to maintain accurate inventory and reporting data.
- Experience with Microsoft Office and various software platforms.
- Must be able to lift 40lbs.
- Possess strong interpersonal skills.
- Ability to pass background check and drug screen.
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DISCLAIMER: *This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.*

We are an Equal Employment Opportunity employer committed to providing equal opportunity in all our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Place prohibits discrimination, harassment, and retaliation in employment based on race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; genetic information; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law. Violation of this policy will result in disciplinary action, up to and including immediate termination.