



## Food Coordinator Assistant Job Description

### **POSITION SUMMARY:**

The Food Coordinator Assistant (FCA) reports to the Food Coordinator (FC). The FCA duties, as assigned by the FC, may include but not be limited to: attending Pantry sessions, stocking sessions, overseeing the receipt/management of food drives (Neighborhood Food Project, Postal Worker Food Drive, Shirley Scout Drive, etc.) and participating in special events.

The FCA will work collaboratively with the staff, volunteers, committees, and the Board of Directors to ensure the smooth operation of the Pantry.

### **TIME REQUIREMENT:**

The FCA will work up to 15 hours each week and will also provide coverage when the FC is absent.

### **PRINCIPAL RESPONSIBILITIES:**

Volunteer Oversight – Assist the FC with:

- Providing oversight, training and support for back pantry volunteers
- Monitoring and ensuring high standards of client and donor treatment by the volunteers
- Developing, displaying and ensuring camaraderie and cohesiveness amongst the volunteers in the back pantry

Food Procurement – Assist the FC with:

- Ensuring an optimum stock of food and personal care items is available for distribution
- Ordering from the Greater Boston Food Bank (GBFB) and other vendors

Inventory and Warehouse Management – Assist the FC with:

- Scheduling, managing and participating in deliveries from the GBFB, vendors, donors and food drives (including but not limited to the Neighborhood Food Project, Postal Worker Food Drive, Scout Drive and all other drives)
- Working collaboratively with the Volunteer Coordinator to ensure that all donation pick-up locations are covered by the volunteer driver team
- Ensuring that all donations are weighed, documented, valued, date checked, inspected for safety, sorted and inventoried in an organized, logical manner that is accurate, efficient and easily understood.
- Managing the annual physical inventory effort and ensuring accuracy of the data reported
- Ensuring the quantity of items distributed to clients is in-line with inventory. Effectively communicating with volunteers about distribution amounts for each session with appropriate signage and other clear directions.



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- Overseeing the cleanliness of the food and display areas and ensuring the pantry's freezers and refrigerators are operating properly and within safe temperature ranges.
- Following and enforcing all procedures related to Pantry safety and security including the training of all staff and volunteers in food safety protocols and proper lifting mechanics

Administration – Assist the FC with:

- Overseeing Pantry sessions, stocking/sorting sessions, drives and special events
- Maintaining a positive working relationship with the existing suppliers and major donors
- Monitoring and ensuring the operational effectiveness of all related equipment and devices
- Reinforcing a cohesive staff and volunteer culture in providing quality services to clients reflecting the mission of the Pantry
- Perform special tasks as assigned by the FC

### QUALIFICATIONS:

- Must be at least 18 years of age and a high school graduate
- Physically able to lift 50 pounds and be on your feet for long periods
- Adequate computer and office skills to maintain various lists and manage files via the internet
- Willing to learn Loaves & Fishes inventory methodology
- Must complete the Greater Boston Food Bank Food Safety Workshop within 6 months of employment and maintain certification throughout employment
- Able to interact with the clients, donors and pantry volunteers/staff in a way that promotes dignity and respect
- Able to maintain appropriate boundaries
- Flexible, adaptable, reliable
- Professional (with respect to boundaries, appropriateness, confidentiality), compassionate, caring nature
- Leadership skills appropriate for tactfully managing a diverse group of volunteers
- Commitment to continuous process improvement
- Commitment to the mission and goals of Loaves & Fishes Food Pantry, Inc.