



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 and participating in special events and other programs. The FCA may provide coverage for the FC when he/she is absent.

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

Position Parameters

- The FCA is a part time position scheduled to work up to 15 hours per week.
- The FCA may be a shared position. The FC will determine and communicate in writing the work schedule to the FCA(s) at least two weeks in advance.
- The FCA will be compensated \$20.00 per hour, plus paid time off as described in the employee handbook.

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 back pantry volunteers.

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, Shirley 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.
- Supporting 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.
- 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

Truck Program

- Managing all administrative facets of the program including communication with other pantries, scheduling, maintenance and reporting
- Managing delivery offloading

Job Description: Approved by Board of Directors on 9-18-23 edited 2-6-25 draft

Position Status: Non-Exempt, Hourly, Part-time



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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 clients, donors and pantry volunteers/staff in a way that promotes dignity and respect
- Must have leadership and communication skills appropriate for managing a diverse group of volunteers
- Commitment to continuous process improvement
- Commitment to the mission and goals of Loaves & Fishes Food Pantry, Inc.

I acknowledge I have reviewed the job description and understand its contents. I further understand that management reserves the right to modify this job description at any time.

Employee

Date

Reviewed with:

Manager/Supervisor

Date