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## **FOOD COORDINATOR**

### **Essential Functions:**

The Food Coordinator (FC) leads the day-to-day Food Operations for the Pantry. The FC manages the procurement, receipt, tracking and distribution of all food and personal care items coming into the Pantry and ensures groceries are equitably distributed to clients. The FC directs the food operations staff and volunteers while ensuring a safe supply of quality food is available for distribution.

### **PRINCIPAL RESPONSIBILITIES:**

#### **Staff Direction**

- Provide direction, training and support to the Food Coordinator Assistant (FCA) and Truck Drivers fostering a culture of trust and collaboration.
- Provide frequent, honest, timely and meaningful feedback to staff.
- Coordinate activities and work schedules to ensure smooth pantry operations.
- Work in tandem with the Operations Manager (OM) to conduct annual formal performance assessments for FCA and Truck Drivers.

#### **Volunteer Oversight**

- Provide guidance, training and support to a diverse group of volunteers with varying levels of experience, skills, and learning styles, fostering an inclusive and collaborative environment.
- Responsible for ensuring that back pantry volunteers treat clients and donors respectfully, professionally, and appropriately.
- Foster and maintain camaraderie, teamwork, and cohesion among volunteers supporting back pantry and food distribution operations.

#### **Food Procurement**

- Ensure an optimum stock of food and personal care items is available for distribution to clients at Open Pantry Sessions and other distribution settings from all sources including the Greater Boston Food Bank (GBFB), purchased items from vendors on a “best cost” basis and donated food and personal care items from individuals and organizations.
- Propose, monitor and adhere to an annual food purchasing budget. Alert the OM of any issues and work to resolve any shortages or cost concerns.

#### **Inventory and Warehouse Management**

- Schedule, manage and participate in deliveries from the GBFB, vendors, donors and food drives.
- In conjunction with the OM, direct and lead volunteer driver teams to ensure that all donation pick-up locations are covered on a regular basis.
- Ensure all donations are documented and valued appropriately.
- Manage the annual physical inventory effort and ensure accuracy of the data reported.
- Ensure all donated items are date checked, inspected for safety, sorted and inventoried in an organized, logical manner that is accurate, efficient and easily understood.
- Ensure the quantity of items distributed to clients is in-line with inventory. Effectively communicate with volunteers about distribution amounts for each session with appropriate signage and other clear directions. Oversee the cleanliness of the food and display areas and ensure the pantry’s freezers and refrigerators are operating properly and within safe temperature ranges.

Job Description: September, 2026

Position Status: nonexempt, hourly, Part-time



- Follow and enforce all procedures related to Pantry safety and security including the training of staff and volunteers in food safety protocols and proper lifting mechanics.

#### Administration

- Work collaboratively with ED, OM, other staff members and a wide population of volunteers.
- Work with OM to develop and manage annual food budget. Maintain thorough records of all expenditures
- Meet with suppliers and major donors as required. Maintain positive working relationships with external existing and potential resources.
- Monitor and ensure the safe operational effectiveness of all related equipment and devices.
- Reinforce a cohesive staff and volunteer culture in providing quality services to clients reflecting the mission of the Pantry.
- Participate in all scheduled open pantry sessions, weekly stocking sessions and other meetings as required.

#### QUALIFICATIONS

- Associates degree and/or equivalent relevant experience in leadership, analytics, logistics, inventory management and/or distribution processes.
- Physically able to lift 50 pounds safely
- Proven track-record of leading and directing others while effectively delegating
- Ability to work independently, anticipate job demands and plan and execute to meet them and seek direction when needed.
- Demonstrated experience in implementing quality improvement processes.
- Able to effectively address overlapping projects and deadlines.
- Adaptable and reliable in the face of conflict, crisis, or changing priorities.
- Actively engages in problem solving, constructively responds to complaints and seeks to resolve conflicts.
- Proficient computer skills including e-mail, spreadsheets, word processing, and basic database operations.
- Experience with inventory systems, purchasing and budgeting processes.
- Strong leadership skills, professionalism and ability to consensus-build among diverse constituents, with compassion and empathy.
- Excellent organizational and proactive communications skills (oral and written).
- Must be flexible, adaptable, reliable.
- Committed to continuous process improvement.
- Ability to represent the Pantry in a professional manner across external organizations as well as internally.
- Commitment to the mission and goals of Loaves & Fishes Food Pantry, Inc.

Job Description: September, 2026

Position Status: nonexempt, hourly, Part-time



**Reports to:** Operations Manager

**Direct Reports:** Food Coordinator Assistant, 2 Truck Drivers

**Time requirement:** 25 hours per week

### **FOOD COORDINATOR**

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:

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Manager/Supervisor

\_\_\_\_\_  
Date

Job Description: September, 2026  
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