

## POSITION DESCRIPTION

**POSITION TITLE:** Food Program Coordinator  
**REPORTS TO:** Executive Director  
**SUPERVISES:** Resource Specialist and Food Pantry Assistant  
May direct and mentor volunteers, apprentices, student interns, and work studies  
**FLSA STATUS:** Exempt

### POSITION PURPOSE:

Assure the efficient and effective functioning of the SOS Food Pantry. Supervise the Food Pantry Assistant, the Resource Specialist and Resource Center activities. Oversee the 114 N. River Street site. Work in & foster an effective team environment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### I. Food Distribution Program Responsibilities:

1. Coordinate and ensure effective and efficient operation of the SOS food pantry program
2. Continually assess the program's protocol for assessments of consumers and make necessary changes. Communicate guidelines to recipients in a clear and consistent manner
3. Develop and implement quarterly informational workshops, e.g., heart healthy cooking, nutritional meal planning, diabetic meal planning using food pantries, etc.
4. Coordinate Focus Hope food distribution program for seniors
5. Provide direct supervision to the Food Pantry Assistant including payroll and performance review
6. Maintain appropriate ongoing relationships with agencies that support the food program (e.g., Food Gatherers, Focus Hope, etc.).
7. Assist Development Team in soliciting food/personal needs donation activities
8. Ensure food pantry and cooler is always clean and organized according to Food Gatherer's Food Pantry Maintenance Schedule
9. Assure clean-up of all food distribution areas, including the outdoors, following food distribution activities
10. Review Food Gatherers inventory weekly and place orders in a timely manner adhering to budgetary guidelines and balancing nutritional offerings. Communicate order to Accounting on a weekly basis
11. Review Food Bank orders at the time of delivery to ensure that all products invoiced are received and any discrepancies must be immediately reported to appropriate vendors. Packing slip should be sent immediately to Accounting
12. Plan and coordinate the process of distributing food. Product should be put away and distributed to ensure that product "first in - first out" (FIFO)
13. Ensure food distribution days are appropriately staffed for all elements of the program
14. Train and direct volunteers to unload food, pack pantry shelves, pack and distribute food bags, and to stock the Food Pantry
15. Update and maintain food program database, generate program reports quarterly and annually, and create updated weekly consumer list for food distribution hours to ensure program usage limits
16. Actively participate in the Consumer Satisfaction Survey process especially during food distribution hours

#### II Supervise Resource Center Responsibilities:

- 1 Provide direct supervision to the SOS Resource Specialist including payroll and performance review
- 2 Oversee Resource Center activities and report needs to appropriate directors
- 3 Gather, analyze and report outcomes data related to Resource Center activities

### AGENCY RESPONSIBILITIES:

1. Actively support the SOS commitment to diversity in all areas and responsibilities
2. Uphold and ensure appropriate enforcement of all agency policies and practices
3. Participate in community relations and outreach tasks as directed and required
4. Oversee operational needs for 114 N. River Street and order supplies / maintenance as needed

**BASIC QUALIFICATIONS:**

- BSW or BA in Social Sciences with at least one year of relevant experience preferred
- ServeSafe certified or able to satisfactorily complete the training
- Experience and understanding of homeless families with a sensitivity of the special needs of minorities, women and low-income populations
- Knowledge of community resources, particularly Department of Health and Human Services (DHHS) benefits
- Ability to plan and organize the work of others
- Experience supervising volunteers preferred.
- Ability to speak and write in a concise and effective manner
- Ability to deal effectively with the public
- Ability to set up and maintain an organized work environment
- Ability to prioritize work assignments
- Ability to work in a team environment, to put personal preferences aside for the good of the team and the consumers the agency serves
- Ability to multitask
- Ability to work under pressure and to solve problems
- Proficiency in MS Word, Outlook, and Excel is required
- Ability to accurately type and perform data entry is required
- Maintain compliance with the Substance Free Work Place Act, the Privacy Act and Federal, State and local laws regarding professional standards of conduct
- Ability to lift and carry up to fifty (50) pounds and to repeatedly climb stairs required

I have read, understand, and accept my responsibilities as Food Program Coordinator as articulated in the above job description. (Please sign and return to the Human Resource Director).

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Employee's Signature

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Date

This description is intended to indicate the kinds of duties, responsibilities and the levels of work difficulty required of this position. It shall not be construed as declaring what the specific duties and responsibilities shall be. It is not intended to limit or in any way modify the right of the supervisor to assign and direct the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.