

JOB DESCRIPTION

Job Title	Food Resource Coordinator
Employment Status	Part-time (25 hours per week)
Reports to	Food Bank Manager (& at times Community Support Programs Manager)
Supervision Exercised	Supervises volunteers
Salary	\$16.00 + depending on qualifications
Benefits	Paid Holidays, Sick Days
General Description of Position	The Food resource Coordinator helps to ensure smooth operations in the Food Banks through managing and scheduling volunteers, ordering food as needed, supporting grocery rescues, assisting with programs, and serving clients.
Essential Duties	<ul style="list-style-type: none"> • Under the direction of the Food Bank Manager, support Rocket Pack program through tracking warehouse supplies and ordering new inventory and creating 'snack menus' • Pick up food if needed in support of our grocery rescue and restaurant rescue programs • Coordinate with the Managers to ensure the food programs remain within budget • Assist with and execute Rocket Pack and other Programs such as seasonal holiday baskets and food drives, and collaborate with Programs Manager as needed • Assist with tracking all food donations. • Maintain records for items received by LiftUp and assist in tracking, including TEFAP and CSFP • Communicate numbers with Executive Director and others as requested • Food Bank Volunteer training, scheduling and supervision as needed • Work in the Food Banks (primarily Steamboat, with Hayden and Oak Creek as needed) as needed and demonstrate excellent customer service skills at all times • Maintain client confidentiality • Attend Staff meetings • Other duties as assigned
Minimum Requirements	<ul style="list-style-type: none"> • High School Diploma, or equivalent, or relevant employment experience required • Ability to speak Spanish preferred, but not required • Excellent interpersonal and communication skills and ability to maintain confidentiality • Ideal qualities: compassion, discernment, discretion, high attention to detail. • Ability to define problems, collect and input data, establish facts and draw valid conclusions • Ability to work comfortably with people from various socio-economic, racial, and cultural backgrounds • Ability to meet deadlines, be self-motivated, self-disciplined and organized • Ability to multi-task in a fast-paced environment • Willingness to perform duties from multiple locations within Routt county • Familiarity with Microsoft Office Suite, Excel • Physical ability to stand for extended periods of time and lift and carry items weighing up to 50 pounds • Valid Colorado driver's license, proof of insurance, and road-worthy personal vehicle (mileage reimbursement will be provided)

Revised May 3, 2019