



LIFT-UP of Routt County
Food Resource Coordinator

JOB DESCRIPTION

Job Title	Food Resource Coordinator
Employment Status	Part-time (24 hours per week), non-exempt
Reports to	Food Bank Manager; Director of Programs
Supervision Exercised	May supervise volunteers and interns
Salary	\$19.25 per hour
Benefits	Paid Holidays, Paid Vacation, Sick Days, 401(k), short- and long-term disability plan, supplemental insurance
Key Accountabilities	<ol style="list-style-type: none"> 1. Support and assist with the effective operation of the Food Bank, while ensuring an exceptional, confidential and compassionate client experience. 2. Coordinate efficient, client-based and fiscally responsible operations of all Food Bank programs under this position. 3. Provide timely and accurate reports related to food resource coordination.
General Description of Position	The Food Resource Coordinator helps to ensure smooth operations in the Food Banks through coordination with Food Bank Manager to order food as needed, assisting with programs, and serving clients. Food Resource Coordinator also assists in the preparation, planting, tending and reaping of Community Farm.
Essential Duties	<p>Food Resource Coordinator Specific:</p> <ul style="list-style-type: none"> • Follow personal health and sanitation protocols necessitated by COVID-19 and safe business best practices • Under the direction of the Food Bank Manager, coordinate the Rocket Pack program through revising and distributing applications annually, tracking warehouse supplies, assisting with orders for new inventory, creating snack and lunch “Menus”, overseeing volunteers, coordinating snack and summer lunch packs and coordinating delivery. • Coordinate with Food Bank Manager to ensure the food programs remain within budget (i.e. Rocket Pack, Food Bank of the Rockies orders) • Assist with and execute Rocket Pack and other Programs and food drives, and collaborate as needed • Assist with tracking and reporting food donations with accuracy • Assist with purchase of food for Rocket Pack program, following budgetary and program guidelines; maintain cost control • Ensure that food donations and community garden produce are handled appropriately according to health and safety standards • 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 • Restock food shelves, track inventory, maintain quality control, ensure appropriate quantity and quality of inventory • Attend monthly staff meetings, program leadership meetings, and other community meetings as needed • Maintain clean work environment, break down boxes • Assist with special projects and perform other duties as assigned • Attend trainings as needed and required • Maintain client confidentiality • Attend Staff Meetings

<p>Minimum Requirements</p>	<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 preform duties from multiple locations within Routt County • Familiarity with Microsoft Office Suite, Excel, Google Docs • 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) • Successful clearance of Background Check is required
<p><i>Revised November 16, 2021</i></p>	