



**The Place of Forsyth County**

**Job Title: Food Distribution Coordinator**

**Classification: Part time, up to 20 hours weekly**

**Reports to: Director of Operations**

**Employees Supervised: Volunteers, Community Service Workers**

**SUMMARY**

*The Food Distribution Coordinator coordinates all aspects of Food Distribution including implementing best practices for the system of food distribution to the community. This role is key to the efficient delivery of food to our families; and, to the maintenance of inventory storage compliance, management, and control. The Coordinator will work closely with The Place Volunteer Coordinator to ensure a well-trained volunteer base to operate the Food Distribution programs. And will perform a variety of duties that require an understanding of The Place of Forsyth County and the Food Distribution Program standard operating procedures.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinate all aspects of Food Distribution.
- Maintain the accuracy of food and non-food inventory in all staging and storing areas including refrigerated / freezer locations and stock rooms associated with pantry operations.
- Maintain best practices to verify and accurately records product counts, weight, or other measurement units on all food and non-food donations received, stored, and distributed through the Pantry.
- Use, train, and supervise The Place systems as required by procedure to maintain inventory accuracy.
- Ensures proper storage temperatures and conditions are maintained, tracked, and recorded.
- Maintain procedures to ensure maximum cleanliness, organization, and efficiency of Food Program pantry areas (pantry, stockrooms and halls, refrigerators/freezers, patio, walkways, and distribution line.)
- Assist the Volunteer Coordinator with building and organizing a support team of volunteers sufficient to staff for food distribution.
- Train and supervise Food Program volunteers in all aspects of food distribution from receiving through distribution.
- Other duties as assigned by the Director of Operations.

**QUALIFICATIONS AND EXPERIENCE**

- High school diploma or GED
- Minimum 3 years of supervisory experience
- Excellent verbal and written communication skills
- Experience with a Food Bank or Non-Profit organization preferred
- Obtain Safe Serve certification in the first 30 days of employment
- Excellent planning, organization skills with attention to details
- Ability to work collaboratively with others
- Intermediate level expertise with Microsoft Office Suite, QuickBooks Point of Sale a plus
- Detail oriented, strict adherence to process and procedure needed to maintain accurate inventory data
- Possess strong interpersonal skills and maintains positive relations with agencies, The Place staff, donors, and volunteers.
- Previous experience interacting directly with diverse groups of people
- Ability to be flexible and adaptable to handle interruptions, maintain focus on tasks and produce accurate work
- Ability to self-start and self-motivate, efficient style with high standards for quality processes and results

- Ability to pass background check & drug screen.

*We are an Equal Employment Opportunity employer committed to providing equal opportunity in all our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Place prohibits discrimination, harassment, and retaliation in employment based on race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; genetic information; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law. Violation of this policy will result in disciplinary action, up to and including immediate termination.*

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_