



WHEAT



Community Connections

A Direct Service of United Way of Tri-County

FOOD SERVICE COORDINATOR Job Description

GENERAL STATEMENT OF DUTIES:

The Food Service Coordinator is responsible for picking up, receiving, stocking and distributing all food that comes into the Food Pantry; ensuring all clients are treated with dignity and respect; managing all inventory; and ensuring a clean, sanitary space. This position also works closely with the Café Manager to pick up, receive and stock program.

JOB TASKS:

- Be part of a team that moves food from the Food Bank to WHEAT on a weekly basis.
- Keep food storage facility clean and organized.
- Rotate stock and check expiration dates.
- Maintain and monitor refrigerated/frozen items.
- Check temperatures and equipment to ensure they are working properly.
- Stock pantry shelves and make sure bags are prepared for the next day.
- Always maintain cleanliness of Food Pantry areas .
- Assign tasks to volunteers in the pantry and show them what to do.
- Work in collaboration with the Office Manager to coordinate food for Café menu.
- Take trash and recycling out daily.
- Ensure policies procedures are being followed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Bilingual (Spanish); exceptional customer service skills; high level organizational skills and ability to successfully multi-task, good safety record and ability to drive a box truck; ability to lift up to 40 lbs.; ability to communicate effectively orally and in writing; ability to establish effective professional relationships with customers, co-workers, volunteers and upper level staff and employees; high level of flexibility working in an everchanging environment.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school or G.E.D; Valid Mass Driver's License; Work experience in a service industry or non-profit sector.