



JOB DESCRIPTION

<u>POSITION TITLE:</u>	Food Program Coordinator
<u>SALARY CLASSIFICATION / RANGE:</u>	NE 01 \$15.00 per hour
<u>STATUS:</u>	Non-Exempt
<u>LOCATION:</u>	Main Offices, Oxnard, CA
<u>POSITIONS SUPERVISES:</u>	None
<u>POSITION REPORTS TO:</u>	Food Program Manager
<u>CONDITIONS OF EMPLOYMENT:</u>	Part-Time, Subject to funding
<u>WORKING ENVIRONMENT:</u>	Warehouse environment

SUMMARY:

Under the direction of the Director of Operations, the Food Program Coordinator position oversees the operations of the food pantry, including but not limited to supervision and coordination of food pantry volunteers, purchasing and restocking of food pantry items, cost and quality control, coordination of food delivery program, monthly statistics and reports as required.

DUTIES AND RESPONSIBILITIES:

1. Assist with training and daily supervision of food pantry volunteers.
2. Accompany fellow food program employee on route to food pick up.
3. Organization of food items upon return.
4. Assures that units of service are recorded in client intake paperwork and associated databases.
5. Updates and modifies food pantry stock as needed including USDA deliveries.
6. Pack food pantry orders and stocks inventory as needed including Doordash orders.
7. Participate in food distribution and food hub events as requested.
8. Responsible for enforcing food pantry policies and procedures.
9. Other duties assigned.

QUALIFICATIONS/REQUIREMENTS:

1. Ability to follow detailed oral and written instructions in English and Spanish preferred.
2. Class C drivers license in good standing; Class B license is preferred but not required.
3. Ability to operate a forklift or ability to train.
4. Knowledge of operating a pallet jack or ability to train.
5. Perform moderately difficulty physical activities, such as lifting 50 pounds.
6. Skills in verbal and written communication and the ability to plan and organize multiple work tasks as well as food interpersonal communication skills are essential.
7. Have or be able to get Safe Food Handlers certificate within 30 days of employment.
8. Ability to work alone and as a member of a team.
9. Current California Auto Liability Insurance, which must remain in effect for the duration of employment.
10. A willingness to travel within Ventura County and outside of the County, as requested.

11. A willingness to use own transportation.

12. A willingness to work during evenings and weekends, if required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Must possess mobility to work in a two (2) warehouse setting and to use pallet jack; strength to lift and carry objects weighing up to 50 pounds; vision to read printed materials; and hearing and speech to communicate in person and over the telephone. Ability to stand for extended periods of time in an indoor warehouse environment. Contact with dissatisfied or abusive individuals.

DISCLAIMER

This job description is not designed to be an exhaustive list of duties nor is it intended to be a written or implied contract. CAVC reserves the right to modify job descriptions.

HR Authorized Signature

Date

Employee Signature

Date