



## Position Overview

AWARE Food Pantry Coordinator

---

Marion-Polk Food Share is the regional food bank leading the fight to end hunger in Marion and Polk Counties. Support from our local community makes it possible for the Food Share to collect and distribute nutritious food for children, adults and seniors through more than 100 partner programs, including food pantries, meal sites and home-delivered meals and to carry out programs to address the root causes of hunger.

The mission of Marion-Polk Food Share is ***“Leading the fight to end hunger in Marion and Polk counties, because no one should be hungry.”***

### **At the Food Share, our commitment is to:**

- *Treat all people as our neighbor*
  - *Value diversity and strive for inclusion*
  - *Listen first and seek to understand*
  - *Focus on shared goals*
  - *Encourage creativity and be willing to take risks*
- 

**Statement of Purpose:** Leads the effort to increase food security in Woodburn, Oregon, through successful management of the AWARE Food Bank.

**Summary of Role:** The AWARE Food Pantry Coordinator is responsible for managing food bank operations of the AWARE Food Bank in Woodburn, Oregon. The Manager recruits and supervises volunteers, understands and addresses client needs and works with the local community to increase support for the food pantry. They will also conduct community outreach and build partnerships with local service providers. The Pantry Coordinator will engage the broader community of Woodburn, linking the Food Share with the region and using food as a means for local community building.

### **Core Areas of Responsibility**

---

- *Food Pantry Operations & Services: Oversees all essential functions at AWARE, including food procurement, inventory management, volunteer coordination and pantry distribution.*
- *Volunteer Management: Supervises and supports a diverse range of volunteers that fulfill a variety of roles at the food pantry.*
- *Community Outreach and Engagement: Serves as the Food Share’s representative in the Woodburn community. Attends and participates in community events that increase awareness of, and support for, AWARE. Participates in the Food Share’s community engagement work in Woodburn.*

*This position supervises volunteers and ensures that volunteers have clear work direction and guidance.*

---



## Position Description

### AWARE Food Pantry Coordinator

#### **Areas of Responsibility, Evaluation and Essential Functions:**

---

- **Food Pantry Operations & Services: Oversees all essential functions at AWARE, including food procurement, inventory management, volunteer coordination and pantry distribution.**
  - Coordinates AWARE food ordering, repackaging, purchasing, inventory management and distribution. Practices FIFO and safe food handling.
  - Provides high quality emergency food services to the Woodburn community. Oversees distribution and ensures a regular schedule and adequate food resources, as supply allows.
  - Ensures excellent customer service and an environment of respect and dignity for all guests.
  - Ensures adherence to all applicable food safety, confidentiality and civil rights policies and guidelines. Develops knowledge of USDA, OFB and Food Share regulations and practices.
  - Provides timely reports of necessary statistical service data to Marion-Polk Food Share. Keeps accurate and secure records.
  - In collaboration with supervisor, effectively manages a budget for the food bank. Tracks food purchases, donations and some expenses.
  - Understands facility needs and communicates them to the Food Share to ensure a safe, welcoming food pantry environment.
  - Oversees food pantry safety and risk management. Enforces safety policies and procedures.
  - Works with the Food Share to implement food bank best practices, including healthy pantry and client choice initiatives. Emphasizes good nutrition and healthy lifestyles.
  - Communicates regularly and effectively with Food Share staff regarding food bank successes, challenges and needs.
  - Connects clients with needed community resources, such as employment opportunities, other social services and skill building opportunities.
  - Provides regular opportunities for client feedback and adjusts programming accordingly.
  - Works with Food Share staff to offer regular community conversations to better understand community opportunities, assets and challenges.
  - Attends all Food Share Agency Relations trainings and events.
- **Volunteer Management: Supervises and supports a diverse range of volunteers that fill a number of roles at the food pantry.**
  - Recruits, trains and provides guidance and support to food bank volunteers. Develops key volunteers that assume leadership roles at AWARE and are trained to assist in tabling events. Provides volunteer recognition.
  - Addresses and resolves volunteer conflicts. Supports a positive volunteer environment at AWARE.
  - Supervises volunteers from programs, such as parole and probation and mandatory community service, who may have special oversight needs.



- Supervises and supports participants in job training programs with specialized pantry roles.
- **Community Outreach and Engagement: Serves as the Food Share's representative in the Woodburn community. Attends and participates in community events that increase awareness of, and support for, AWARE. Participates in the Food Share's community engagement work in Woodburn.**
  - Leads local food procurement and food drive efforts to increase community participation in supporting AWARE.
  - Starts and coordinates a Retail Agency Direct (RAD) program at AWARE, wherein volunteers pick up food donations from local grocers.
  - Attends community forums and events as available, such as the local Service Integration Team and Woodburn Community Forum.
  - Conducts general community outreach as available. Tables at various outreach events. Gives special attention to relationship building with Woodburn's Latino and Russian communities.
  - In collaboration with Food Share Community Food Systems staff, supports and attends community engagement events.
- Other duties as assigned<sup>i</sup>

#### **Education and/or Experience; Certificates,/Licenses/Registrations:**

---

- High School Diploma or GED required. Some college preferred.
- Minimum of one year experience in the nonprofit sector, social services or program management required. Experience with direct service preferred.
- Must be highly organized and able to maintain detailed records.
- Basic experience and skills in Microsoft Office Suite, including Word, Excel, Outlook and experience using email and the internet.
- Experience recruiting and supervising volunteers is preferred.
- Experience with community organizing, outreach or working with families experiencing poverty preferred.
- Must be willing to learn skills in food safety and obtain Food Handlers' and ServSafe Certifications once on the job.
- Must be willing to obtain forklift certification.
- Must pass pre-employment drug screen and full background check, including driving record check.

#### **Necessary Knowledge, Skills and Abilities:**

---

- Familiarity or experience working with Spanish speaking communities highly preferred.
- Proficiency in Spanish language highly preferred.
- Proven ability to work effectively with a diverse group of external and internal persons to achieve results.
- Demonstrated skills and commitment to quality, timeliness, efficiency, and effectiveness.
- Dedicated to serving with attention to issues of diversity, equity and inclusion.



- Demonstrated strong organization skills with attention to detail.
- Excellent customer service and follow through skills.
- Passion for ending hunger and increasing food security.

**Job Conditions:**

Work may be performed at a work station and in a warehouse/store environment. May frequently lift, move and carry objects in excess of 50 pounds. Work is subject to varying indoor and outdoor temperatures and road and walkway surface in all seasons. May work or travel out of the local area and work outside normal working hours, such as evenings and weekends, as needed. Work in excess of 20 hours per week may occasionally be required.

|                             |  |                              |                       |
|-----------------------------|--|------------------------------|-----------------------|
| <b>Title</b>                | AWARE Food Pantry Coordinator  | <b>Department</b>            | Programs              |
| <b>FLSA</b>                 | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt   | <b>Starting Pay</b>          | \$15.75 - \$18.51 DOE |
| <b>Status</b>               | <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time | <b>Hours Per Week</b>        | 20                    |
| <b>Reports to</b>           | Director of Community Programs   | <b>Date of Last Revision</b> | 8/9/18                |
| <b>Alternate Title(s)</b>   | <b>Food Bank Coordinator</b>   |                              |                       |
| <b>Employee Signature</b>   |  |                              |                       |
| <b>Supervisor Signature</b> |  |                              |                       |
| <b>HR Signature</b>         |  |                              |                       |

<sup>i</sup> This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. MPFS has the right to revise this job description at any time. The job description is not a contract for employment.

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily with or without a reasonable accommodation. EOE.