FY20 Job Description

Position Title: Food Distribution Coordinator

Reports to: Food Assistance Supervisor

Hours: 40 Hours weekly

Position Overview:
Beverly Bootstraps Community Services, Inc. has always been committed to feeding people in the community who need food assistance. This position will support the existing processes of the Food Pantry and will work with the Food Assistance Supervisor with logistics and operation of Food Assistance distribution; help assess the program for further growth and efficiency.

Position duties and responsibilities include, but are not limited to:

Pantry Operations:
- Facilitate daily operations of the food pantry including set up, break down and clean up.
- Work with Food Assistance Supervisor and Volunteer Coordinator to train and support volunteers.
- Manage all Food Pantry volunteers.
- Learn, understand and be able to enter and extract data from database.
- Recycle boxes, remove trash and keep the food pantry in order.
- Plan and implement annual volunteer appreciation event.
- Fill in for volunteers when they are not available.

Food Assistance Inventory and Acquisition:
- Work in conjunction with Food Assistance Supervisor on purchasing/ordering food for Food Assistance Programs.
  - Includes, but not limited to:
    - Ordering from Greater Boston Food Bank.
    - Ordering from BJ’s Wholesale.
- Work in conjunction with Food Assistance Supervisor on warehouse management.
  - Includes, but not limited to:
    - Organization of food and supplies for all food programming.
    - Continually clear out and organize stock.
- Work with Food Assistance Supervisor to implement staff to pick up donations from local supermarkets, farms, and businesses as needed

Food Assistance Programming:
- Assist with management of Food Assistance interns.
- Act as liaison between school nurses, supervisor, and volunteers for Kid’s Weekend Food program.
• Coordinate the bi-weekly home delivery bag construction and maintain contact with route drivers.
• Conduct new client intakes for Home Delivery Program and Food Assistance program
• Be compassionate, connected and value team success; be kind, clear and work with integrity in all relations; understand the mission and be invested in Beverly Bootstraps.

Beverly Bootstraps Community Services reserves the right to amend or add to this job description at any time.

**Desired Minimum Qualifications:**
Successful CORI check.
Education:  B.A Degree/related field concentration in Social Work and Nutrition background desired.
Certification: ServeSafe (Will provide training)
Experience:  At least two years of related work experience.
OR: An equivalent combination of education and experience.
Bilingual preferred.
Valid MA driver’s license with good to excellent driving record.

**Primary Physical Requirements:**
Candidate will need to regularly lift up to 50 pounds of food. Sometimes food is in awkward containers. Sometimes candidate will be required to lift and move up to 50 pounds. Hand dolly and shopping cart are available to assist with transport of food. Operation of a motor vehicle will be required, necessitating a valid license. Long periods of computer use may be necessary. The ability to hear, talk, walk, sit, bend, reach, grasp and lift is required for this position. Manual use of a calculator, telephone, copier and facsimile machines is necessary.

**Statement of Non-Discrimination:**
Beverly Bootstraps believes that one of the great strengths of community is the rich diversity of its residents in race, religion, national origin, ethnicity, gender, sexual orientation, gender identity and expression, marital status, age, height, weight, physical or mental disability, veteran status, pregnancy, or any other protected characteristic as established by law. Beverly Bootstraps affirms publicly its moral and legal commitment to a policy of equal opportunity and non-discrimination in employment.

Beverly Bootstraps
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