



**INTERFAITH  
FOOD BANK**  
SOCIETY OF LETHBRIDGE

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## **Rural Food Share Coordinator Position Description**

Primary duties include the coordination of a new Rural Food Share program and distribution of food and non-food items, donation pickups, receipt, storage, communicating delivery logistics and maintaining warehouse organization and cleanliness. As a supplementary role of this position, duties include facility repairs and maintenance, warehouse logistics, and liaison with suppliers, donors, volunteers and rural partners to provide operational support to the organization as a whole.

**Hours:** 35 Hours per Week until March 31, 2022, possibility of extension.

Starting as soon as possible

Monday to Friday

8:00 AM – 4:00 PM

Occasional additional hours may be requested

### **Required Skill Set:**

1. Communication Skills - interact with volunteers, clients, partners, donors and the general public.
2. Inventory/Record Keeping Skills - record weights of incoming and outgoing food and non-food items, track inventory and supplies, create transport schedules.
3. General knowledge of Microsoft Office an asset as well as computer skills to create promotional materials.
4. Forklift experience and/or certification preferred
5. Operation of warehouse equipment - scales, forklift, pallet-jack, dolly, etc.
6. Heavy lifting is required
7. Must possess a current class 5 driver's license.
8. Must be willing to submit a Police Records Check and Driver's Abstract.

### **Job Description:**

- Establish and facilitate the Rural Food Share program by establishing routes and schedules for food delivery to partners in surrounding rural areas.
- Keep records of vehicle and food costs, and any new equipment
- Establish relationships with rural food share partners and create delivery transport schedules
- Record transportation costs and summaries of grant reports
- Create posters and promotional materials for recruiting volunteers
- Pickup, weigh and record food and non-food donations
- Stock materials in the warehouse - includes front counter intake when required
- Repackage bulk foods for distribution to other agencies
  - prepare goodie bags, baby bundles, diabetic bundles, safety packs
- Assist with facility maintenance - maintain cleanliness of warehouse area, clean and maintain front & back lot, including weed control, garbage removal, etc.
- Support Operations Manager with food share programs and administrative tasks
- All other duties as directed by the Operations Manager and/or the Executive Director. This position undergoes On-the-Job training.

Please submit resume and 3 references to Neil Heaton, Operations Manager [neil@interfaithfoodbank.ca](mailto:neil@interfaithfoodbank.ca)

Position available immediately and will be filled as soon as a suitable applicant is confirmed.