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[www.interfaithfoodbank.ca](http://www.interfaithfoodbank.ca)

## Food Share Coordinator Position Description

Primary duties include the overall program coordination, planning, and sustainment of Food Share Programs (rural, urban, and provincial hub). This includes liaising with rural and urban food share partners; planning for and contributing to the distribution of food and non-food items; receipt, storage, preparing and communicating logistics; and maintaining warehouse organization, safety and cleanliness. As a supplementary role of this position, duties include support to the Operations Manager and IFB Programs, facility maintenance, warehouse logistics, and liaising with suppliers, donors, volunteers and partners. This support role reports to the Operations Manager.

**Hours:** 35 Hours per Week

Full-time Permanent

Monday to Friday

8:00 AM – 4:00 PM

Occasional additional hours may be requested

### Required Skill Set:

1. Program Management Skills:
  - Direction and coordination of Food Share Programs
  - Food Share Program planning and sustainment, logistics and coordination, and volunteer supervision
  - Records and reporting of Food Share program analytics
  - Collaboration with Operations Manager and Warehouse-Team to ensure intake and distribution efficiency and streamlined operations
2. Operations and Warehouse Support
  - Forklift experience and/or certification preferred
  - Operation of warehouse equipment - scales, forklift, pallet-jack, dolly, etc.
3. Communication Skills – interact with rural and urban partners and suppliers, donors, volunteers, Operations Team and IFB team members
4. Basic warehouse maintenance skills
5. Ability to perform heavy lifting activities on a regular basis
6. Valid Class 5 Driver's License, Driver's Abstract and ability to satisfy Driver Medical requirements
7. Must be willing to submit a Police Records Check

### Job Description:

#### Program Planning and Management

- Facilitate Food Share programs and schedules for distribution to partners
- Establish relationships with food share and food recovery partners and manage distribution activities
- Use Memorandum of Agreements with Food Share Partners to clarify roles and responsibilities, maintain current contact information and record program metrics.

- Process Food Share orders, supervise gleaning and procure/order outstanding food stock
- Record program costs and summaries for grant reports and monthly/annual statistics
- Pickup, weigh and record food and program supplies
- Stock materials in the warehouse
- Inventory/Record Keeping - record weights of incoming and outgoing food and non-food items, track inventory and supplies
- General support to IFB programs
- Support Donations Staff/Volunteers with front counter intake when required

#### Volunteer Coordination and Supervision

- Schedule and optimize use of volunteers for Food Share Programs
- Collaborate with Volunteer Supervisor to prepare for volunteer groups and daily duties
- Support and Direct Volunteers to:
  - Sort incoming product
  - Check suitability of product (i.e. expiry dates, condition of product)
  - Dispose of out-of-date /damaged product
  - Repackage bulk foods
  - Build Hampers
  - Prepare goodie bags, baby bundles, diabetic bundles, safety packs, hampers
  - Glean product for programs and partner orders
- Cover for volunteers when absent or in short supply

#### Operations and Warehouse Support

- Assist with facility maintenance as required - maintain cleanliness and safety of warehouse area, garbage removal, etc.
- Support Operations Manager with program and administrative tasks

#### Other

- This position undergoes On-the-Job training as assigned by Operations Manager and/or the Executive Director
- Act as part of the team and assist where needed
- All other duties as directed by the Operations Manager and/or the Executive Director

Applicants should provide cover letter, resume and 3 professional references to [info@interfaithfoodbank.ca](mailto:info@interfaithfoodbank.ca). Position will be filled as soon as a suitable candidate is found.