



Volunteer Room Coordinator

Full Time

As the Volunteer Room Coordinator you will support the mission of The Food Bank by acting as source of guidance and support for individual and group volunteers as they organize and package food. Your duties will engage your drive to connect the public with the mission of The Food Bank by using your superior customer service, organization, communication and problem solving skills.

Job Duties

- Plan and coordinate day-to-day volunteer projects
- Instruct and train volunteers on proper procedures and safe food handling practices
- Coordinate with teams within The Food Bank to ensure food safety, inventory tracking and staffing needs related to the Volunteer room are met
- Work at all times to maintain the image of The Food Bank in a positive way by aiming to make volunteer experiences as positive as possible

Qualifications

Necessary:

- Must be courteous, friendly, polite, patient, and personable
- Must be flexible and available to work varied hours including evenings and some Saturdays
- Highly organized and detail oriented
- Take initiative and be able to solve problems
- Comfortable instructing individuals and groups of up to 100 volunteers

Desired :

- High School degree or equivalent & food service experience
- Proficient in Microsoft office and basic computer skills
- Experience in conducting on the job training for individuals or groups