WAREHOUSE AND DISTRIBUTIONS COORDINATOR

ORGANIZATION OVERVIEW
The mission of the Vashon Maury Community Food Bank (Vashon Food Bank) is to work with the community to increase our island’s food security and connect people to other supporting resources that help them thrive. Our strategic goals are:

- To provide free, nutritious food and essential household items to anyone in need,
- To make the food bank a central point of access to other supporting resources that people need to thrive,
- To begin, and commit to continuing, the work to becoming an anti-racist organization,
- To increase the organization’s long-term sustainability by investing in our human capital.

We achieve these goals by providing:

- Free groceries every week through pick-up or home delivery,
- Free summer meals for youth and adults,
- Emergency food supplies at several satellite locations,
- Connections to other empowering resources and services.

We consider access to nutritious food a basic human right. All of our programs are upheld by the shared values of anti-racism, respect, self-determination, dignity, adaptability, reliability, and equitable access. The Vashon Food Bank is stronger as a team when we welcome diverse employees, perspectives, experiences and approaches to foster a stronger, smarter, and more informed workplace. We believe that building a truly inclusive culture is essential for all our employees to bring their authentic, whole selves to work and experience a sense of belonging and support.

POSITION OVERVIEW

- 25-30 hours/week; either Mon-Thurs or Tues-Fri
- Work primarily onsite in the food bank warehouse with occasional trips into Vashon or Seattle in a food bank vehicle
- Start date 9/6/22
- Starting wage: $20-$21/hr
- Benefits: Paid accrued vacation, sick leave, and eleven paid holidays; Optional 100% employer paid healthcare; optional retirement plan; cell-phone reimbursement
The Warehouse and Distributions Coordinators (two equal positions with different schedules) are responsible for management of perishable, non-perishable and non-food inventory that is made available to customers through grocery pickup and home delivery. Responsibilities include but are not limited to: supervision of volunteers, collaboration with Operations Manager on food procurement, and receiving and organizing donations and inventory. This position is supervised by the Operations Manager and reports to the Executive Director.

PRIMARY RESPONSIBILITIES

- Maintain optimal availability of groceries and essential non-food supplies for weekly distributions and home delivery
- Collaborate with Food Bank leadership team to facilitate purchasing and in-kind donations, including from local organizations, farms, and individuals
- Collaborate with Food Bank leadership team to efficiently manage inventory and warehouse space serving multiple programs, including grocery programs and the Picnics in the Park summer meals program
- Ensure a welcoming and respectful atmosphere
- Ensure that the Food Bank operates within Public Health guidelines
- Work with Operations Manager to deliver programs within partner agency contract provisions, primarily those of Food Lifeline, Northwest Harvest and the WSDA
- Stay apprised of industry best practices and work with leadership team to implement program adaptations when necessary
- Work with Volunteer Manager to orient, train, supervise and affirm volunteers in line with agency values
- Work with Operations Manager to ensure upkeep of vehicles, equipment and facilities
- Work with leadership team to document weekly work flow and tasks to ensure continuity of program delivery
- Maintain accurate records of in-kind donations and equipment logs
- Serve as integral part of agency leadership team to plan for and run operations in line with agency values
- Participate as exemplary team member, supporting, assisting, coordinating and communicating in professional manner
- Other duties as needed or assigned

QUALIFICATIONS

- Experience working or volunteering in nonprofits; experience with Food Bank preferred
- Experience working with volunteers; supervisory experience preferred
- Excellent communication and problem-solving skills
- Open to new ideas and innovation
- Experience working with a broad diversity of people
- Ability to adapt to different styles and ways of communicating.
- Ability to excel in a fast-paced environment with multiple priorities
- Proficiency with Google Suite, Microsoft Word and Excel
- Spanish language skills a plus
• Ability to safely lift 50+lbs on a regular basis.
• Have a valid WA State driver’s license and clean driving record
• Proof of full vaccination against COVID 19
• Ability to pass a background check
• Ability to acquire a food handler’s permit
• Must be at least 21-years old to be covered by auto insurance

TO APPLY
Email resume and cover letter to director@vashonfoodbank.org with WAREHOUSE AND DISTRIBUTIONS COORDINATOR in the subject line. Position open until filled.

The Vashon Food Bank does not tolerate discrimination of any type, and offers equal employment opportunity to all qualified persons without regard to race, color, religion, sex, national origin, age, disability or medical condition, sexual orientation, marital status, veteran status or any other considerations made unlawful by Federal, State or local laws. Vashon Food Bank is an at-will employer.