Ballard Food Bank's mission is to bring food and hope to our neighbors because there can be enough for everyone. To achieve our mission, we provide access to nutritious foods through our grocery model food bank and Community Resource Hub, which encompasses financial resources, referral, and mail services that support self-sufficiency. We also advocate for food equity and justice. Our new home, which opened in October 2021, serves as a Hub for Hope as it brings together food, services, and community partners in a one-stop shop. The Ballard Food Bank actively strives to be an anti-racist organization and promotes the values of diversity, equity, and inclusion in its work.

POSITION SUMMARY:

The Food Bank Coordinator will be a member of our mighty team to help us bring food and hope to our neighbors through our grocery store model food bank. Our neighborhood food bank serves 7,000 neighbors each month from the Greater Seattle area. This position will report to the Food Bank Manager. They will assist in the running of our community market and support the community members while they shop. They will work to ensure clients are welcomed and directed to the resources they need. They will provide excellent customer service, help us maintain our consistent shopping policies, support the volunteer team, and in general make sure the process of shopping goes as smooth as possible for our community. Our focus is on providing healthy food in a respectful and welcoming manner to our neighbors.

Responsibilities

- Work with staff and volunteers to create a welcoming environment for the community as they come to shop or access other services
- Work with the Food Bank Manager and Volunteer Manager to orient, train, and support volunteers that are in the grocery store
- Ability to approach community members with a lens of compassion and support and to model trauma informed care with each individual
- Work with the Food Bank Manager to supervise volunteers in the community market, such as, food stocking, no cook, freezer attendant, and bagging
- Fill in for volunteer shifts of bagging, meat section, no cook, front desk, sorting & stocking, and giving out numbers when needed
- With support from Food Bank Manager, address issues that may arise, including signage, client issues, volunteer needs, etc.

Updated: 5/25/23
New Job Posting
Title: Food Bank Coordinator

- Answer clients’ questions and direct to services of our community market, Kindness Café, and Resource Hub
- Work with the Food Bank Manager to oversee the grocery style food bank to ensure the customer’s experience reflects the diverse needs of the community and we provide a dignified shopping experience
- Develop rapport with clients and engage with them regarding their shopping experience and how we can improve as well as the expectations of those who seek our services
- Deescalate altercations and conflicts as needed
- Assist in getting dietary specific requests for clients when we have them available
- Maintain a safe, clean, sanitary environment throughout the food bank
- Work together as a food bank staff to serve our community
- Attend agency meetings and participate in committees as appropriate
- Perform other duties assigned

Skills/Qualifications:
We seek a highly organized and detail-oriented individual who can work as well with a team as they can independently, in a complex and fast-paced environment. An ideal candidate will have:

- A strong passion for food justice and framework understanding on issues related to poverty and hunger
- Commitment to racial equity and social justice
- Proficiency in Spanish, Chinese, or another language spoken by recent immigrants to Seattle
- Ability to engage the community in conversation and assist in supporting those who may be having a hard time in a busy environment
- Highly reliable, with initiative, flexibility, and positive attitude
- Strong written and verbal communication skills
- A passion for our mission and a high level of commitment, motivation, and dedication
- Ability to maintain confidentiality

Physical demands and work environment
Ballard Food Bank strongly encourages vaccination against COVID-19 to keep our community safe. While performing the duties of this job you will:

- Attend events, meetings, trainings to bring wholistic approach to community.
- Engage in regular communication with internal and external individuals and groups—written and verbally, sometimes in person and sometimes virtually.
- Routinely sit/stand at a laptop/computer.

The physical demands and work environment described are representative of those for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Updated: 5/25/23
New Job Posting
Title: Food Bank Coordinator

**Hours:** This is a part-time, hourly position. Much of the work will take place Monday – Friday with some evening hours.

**Salary & Benefits:** The starting range for this position is $31/hour. Ballard Food Bank provides a comprehensive benefits package including but not restricted to: Medical, dental and vision benefits; Flexible Spending Account; employer-matched Simple IRA; paid vacation, wellness time, holidays, and a paid sabbatical.

**How to apply:**
Please email your cover letter and resume in pdf format to careers@ballardfoodbank.org with Food Bank Coordinator in the subject line. Please no calls or email inquiries.

**Equal Opportunity Employment:** Ballard Food Bank is an equal opportunity employer. We seek to cultivate a staff team that reflects the rich diversity of our community. Employment decisions are based on merit and business needs and BFB is committed to recruiting, hiring, training, and promoting qualified people of all backgrounds, regardless of actual or perceived sex; race; color; religious creed; national origin; ancestry; age; marital status; pregnancy; nursing parent status; physical, mental or sensory disability; medical condition; genetic information; sexual orientation; gender (including gender identity or expression); military or veteran status; or any other basis protected by federal, state and/or local laws. People of Color and Members of the LGBTQ community are strongly encouraged to apply.