

Food Shelf Coordinator

Dept/Div: *Social Services*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate semiskilled work coordinating food shelf volunteers, inventory and operations and providing assistance to the public, and related work as apparent or assigned. Work is performed under the moderate supervision of the Social Services Director. Leadership is provided to volunteers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Coordinates, assigns and reviews work of the food shelf volunteers.

Manages and maintains food shelf inventory.

Accepts and records delivery of donated food from sources outside of the food shelf.

Provides Fiscal Officer with documentation of purchases.

Coordinates food shelf operations.

Establishes and maintains records.

Performs related tasks as required.

Knowledge, Skills and Abilities

Thorough knowledge of the functions and activities of the food shelf; general knowledge of standard office procedures and the operation of standard office equipment and software; ability to speak clearly; ability to understand and follow written and oral directions and policies; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to establish and maintain effective working relationships with associates, volunteers and the general public.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Last Revised: 8/13/2010