

Hamilton County Harvest Food Bank, Inc.



Food Procurement Coordinator

Job Description

PT - Hourly (\$18.00 - \$20.00) Commensurate with experience

Position: Hamilton County Harvest Food Bank, Inc. is a local not for profit that works with over 40+ food pantries and meal programs in Hamilton County to help them with their food needs. Our Food Procurement Coordinator will manage and expand the current produce, meat and non-perishable programs using the resources provided by Hamilton County Harvest Food Bank. We are excited to provide additional produce and meat access for the food support network across Hamilton County. Success in this position will enhance the existing programming and strategic initiatives for the organization and the food support network of the county.

Required Hours: This is a flexible position with onsite and remote hours totaling 24 hours/week. On-site hours include Monday 9-11 am for produce distribution, Tuesday 1-3 pm, Wednesday 1-3 pm and Thursday 1-3 pm. Other hours will be coordinated with the Executive Director.

Responsibilities

This job description describes the general nature and level of work performed by the employee assigned to the position. It should not be construed as a complete list of all required duties, responsibilities, and skills.

- 1) Manage and expand current produce, meat and non-perishable programs. Develop and execute goals and strategies to increase vendor and public donations.
- 2) Expand purchasing options through local grocers and Gleaners Fresh Connect Central to increase distributions to food pantries.
- 3) Organize volunteers for weekly Farmers Markets, pantry distributions, and associated pickups.
- 4) Provide oversight and serve as point of contact for programming needs.
- 5) Responsible for data collection and monthly program reports for Produce Program, Meat Program, Vendor Database, Volunteer tracking, and other program related data.
- 6) Provide content for social media and print publicity associated with this program area.
- 7) Evaluate and create strategies for improvement, including but not limited to produce and meat education, distributions, and pantry surveys.
- 8) Organize non-perishable food purchases and non-perishable donations with Executive Director assistance.
- 9) Take on additional projects as deemed appropriate by Board and Executive Director

Position Skills and Abilities

- 1) Able to effectively communicate via written, verbal, email, and text with people of diverse backgrounds.
- 2) Able to meet deadlines.
- 3) Demonstrate outgoing personality and ability to train new volunteers.
- 4) Excellent organizational skills with attention to details.
- 5) Ability to multi-task and remain calm in high pressure situations.
- 6) Self-starter with ability to work independently.
- 7) Experience with programs such as Excel, Word, Sign Up Genius, Google Docs, Zoom, and MailChimp.

Education and/or Experience

- 1) High School diploma and some college or related job experience.
- 2) Experience in customer service or related fields.

Physical Demands

- 1) Ability to push, pull, lift, move and carry up to 30 pounds up to 10% of the time
- 2) Able to sit and stand

Work Environment

- 1) This position is hybrid (Remote/Office/Off-site locations)
- 2) Exposure to hot/cold environments
- 3) Frequent use of a computer
- 4) Works independently and with others
- 5) Flexible work schedule
- 6) Must have reliable transportation
- 7) Travel within Hamilton County and some surrounding counties
- 8) Report to the Executive Director of the organization. Follow-up evaluations and reviews will be conducted with the Executive Director and Board Leadership.

Certifications/ Licenses/ Registrations

- 1) Valid driver's license/ Clean driving record/ Must be insurable by company vehicle insurance provider

If interested, please contact Hamilton County Harvest Food Bank, Inc.

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HCHFoodBank.org