

EMPLOYMENT OPPORTUNITY

Community Food Resource Coordinator (Sedro-Woolley)

This position is an important part of the Skagit Food Distribution Center. The Coordinator is responsible for coordination of food-related and community resources for the Emergency Food Assistance Programs (EFAP, CSFP & TEFAP), and other outreach in Skagit and surrounding counties.

This will be a full time position at 37.5 hours per week.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Oversee the general operations of Skagit Food Distribution Center (SFDC).
2. Administer multiple program contracts:
 - Act as liaison between food bank, food pantries, meal programs, and Washington State Department of Agriculture (WSDA);
 - Report daily/monthly/YTD operational activities of the food bank, food pantries, meal programs.
 - Manage program specific databases
 - Monitor food programs compliance with state and federal regulations.
 - Provide general distribution oversight.
 - Oversee the daily operations of client administration and building of Commodity Supplemental Food Program (CSFP) monthly boxes.
 - Oversee the monthly CSFP food inventory and report CSFP deliveries to WSDA and USDA.
 - Participate in annual audit for required contract administration.
 - Participate in required monitoring from WSDA for the agency, food pantries, and meal programs.
3. Oversee distribution center staff in daily warehouse activities.
4. Manage contract and agency budgets, expense review and reporting, purchase authorization and allocation, payment/reimbursement processing.
5. Research, develop and refine policies, procedures, safety standards, and best practices for food storage and warehouse distribution; train staff accordingly.
6. Use manual and electrical pallet jacks, forklift, and walking stacker to move pallets of food from various points of storage in the warehouse, including dry storage, refrigerator, and freezer.
7. Train and supervises SFDC staff, volunteers, and interns.
8. Attend various agency, program partners, association, and government meetings.
9. Participate in agency meetings and trainings as required.
10. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Education & Experience

- Bachelor Degree in Social Services or related field.

- 2+ year experience in customer service preferred.
- Budget development, contract administration, and subcontractor monitoring experience preferred.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

License(s) & Certification(s)

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.
- Forklift Certification within 90 days of hire required.
- Ability to acquire Food Handler’s Permit within 90 days of hire.

Skills and Abilities

- Bilingual desired (English/Spanish); additional languages helpful.
- Strong organizational and time management skills required, with ability to multi-task.
- Working knowledge of scale and dock operations.
- Strong customer service skills and service attitude.
- Knowledge of basic food and warehouse safety.
- Self-started and the abilities to work in both a team and on your own.
- Supervisory skills and abilities required.
- Strong reliability and punctuality.
- Ability to safely operate a forklift, electric and manual pallet jack, and walking stacker.
- Ability to safely drive a box truck and other agency owned vehicles.
- Proficient in Microsoft Office Suite applications, including Excel, Word and Outlook programs.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.
- Must be able to perform the physical requirements of the position.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS: Work is performed in an office, warehouse, and outdoor environments. May be exposed to environmental or equipment hazards. May be required to sit, stand or walk for extended periods of time. Sufficient mobility is required to navigate a warehouse facility where daily operation of equipment such as forklifts and pallet jacks are in use. Must be able to lift and carry weight up to 60lbs over distances of up to 50ft. Must be able to kneel, bend, twist, squat, and climb stairs. The ability to see, hear, and communicate must be sufficient to perform essential job functions. Travel within and outside Agency’s service area will be required for community outreach, meetings, training and other job-related activities.

COMPENSATION AND BENEFITS:

Wage between \$20.87 - \$26.09 per hour (DOE)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick and Vacation Leave

- 12 Paid Holidays per year
- Health club discounts

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY:

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at www.communityactionskagit.org

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.
