

Position Title: Hand Up Food Pantry Coordinator

Organization: Jewish Family Service of San Diego

Position Type: Full-time, exempt

Standardized Benefits: Benefits for this position include a 401(k) plan, medical, dental and vision coverage, flexible spending accounts, life insurance and generous holiday benefits.

JOB SUMMARY:

The *Hand Up* Youth Food Pantry Coordinator oversees and is fully involved in all aspects of food pantry operations for clients experiencing food insecurity. This position is an exciting opportunity to make an important impact in the San Diego community by helping to alleviate hunger.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervises food pantry staff, interns, and volunteers.
2. Involved in the oversight of daily food pantry operations; including distributions and client choice pantry
3. Assures that comprehensive client services are being provided with the utmost dignity and respect
4. Maintains designated program budget expenses
5. Assists in the solicitation of revenue, and reports outcomes to current donors
6. Represents the *Hand Up* Youth Food Pantry at public relations, media, and donor events
7. Recruits, manages and engages volunteers and maintains close working relationships with several large volunteer groups
8. Serves as *Hand Up* Youth Food Pantry representative at community coalition meetings related to food insecurity
9. Coordinates holiday food packages programs (Thanksgiving and Passover)
10. Reports and evaluates monthly outcomes and outputs

MINIMUM DESIRED EDUCATION AND EXPERIENCE:

- Bachelor's or Master's Degree in a human service, nutrition, or non-profit management field, desired
- Experience in customer service and crisis intervention
- Experience with nutrition and/or food related programming
- Experience supervising staff, interns, and/or volunteers

MINIMUM DESIRED JOB KNOWLEDGE, SKILLS AND ABILITIES:

Job Specific:

- Ability to legally and safely drive an 18' truck (Class B license preferred); clean driving record
- Must be available to work two Sundays per month, and occasional evenings is required
- Must possess leadership skills
- Familiarity with local social service resources is preferred
- Must be comfortable learning ETOi client database system and Volgistics volunteer software

Language:

- Good to excellent spelling, grammar and written communication skills
- Excellent telephone and oral communication skills
- Ability to read and interpret documents such as memos, general clerical documents, project and grant reports, safety rules, instruction booklets and manuals
- Strong writing ability (e.g., memos, reports, e-mails, agendas, minutes)
- Bi-lingual in Spanish preferred, but not required

Mathematical:

- Ability to add, subtract, multiply, and divide all units of measurement using whole numbers, common fractions, and decimals
- Ability to analyze data

Reasoning:

- Excellent decision making and problem solving skills
- Ability to apply common sense and critical thinking to carry out instructions and make decisions within scope of authority
- Ability to deal with problems involving several variables
- Ability to plan logistics for deliveries, pickups, and distributions

Computer:

- Proficiency in Word, Excel and Outlook
- Ability to write clear concise e-mails

ADDITIONAL REQUIREMENTS:

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. As a routine part of work, employees will generally be required to use their hands to manipulate, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; and talk and

hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The table on the next page provides additional details of certain physical demands of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENTAL DEMANDS:

This job is primarily assigned to an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. This position does require that offsite food drives be attended.

Contact Information

To be considered, please email your resume, cover letter (including salary requirement) to resume4321@jfssd.org. Be sure to include the position title in the subject line. Please, principals only, and no follow-up phone calls or emails.

About Jewish Family Service of San Diego

Jewish Family Service of San Diego is a client-centered, impact-driven organization working to build a stronger, more resilient community. For nearly 100 years, Jewish Family Service has been a trusted resource for the entire community, offering an array of services that are always life-changing, and often life-saving. At Jewish Family Service, we believe our employees are the backbone of our agency. Our goal is your success. Come work at JFS and be our partner in *Moving Forward Together*. To learn more about JFS, please visit www.jfssd.org.