

Community's Child – Healthy Bags Coordinator

About Us: Community's Child is a nondenominational Christian Nonprofit offering shelter, support, health and educational programs throughout the South Bay of Los Angeles County, since 2005. We are a results-driven organization with a mission: "To transition disadvantaged and homeless children and their families into contributing and valued members of their communities." We value the Gospel of Jesus Christ and the opportunity to serve people through a ministry of love and restoration. We value life and treating all persons with respect and dignity. We value children and their families who are homeless and less fortunate. We value stable living environments that are free from abuse and provide opportunities for personal growth and development. We value learning opportunities that assist in overcoming poverty, addictions and hopelessness. We value employment as a means to achieving self-worth and self-sufficiency. We value partnerships with community, businesses, churches, and non-profit organizations. We value integrity, honesty, commitment, and ethical practices in work, relationships and public life. We value vision, diversity, courage, and unity in leadership.

Culture: Community's Child staff are dedicated to serving our community. Diverse in backgrounds, educations, outlook and life experience, our team addresses important social issues with passion and creativity. A culture of faith, collaboration and innovation provides a thriving and successful environment for all. We foster personal growth through ongoing investment in the professional development of our staff. Together, we are committed to breaking the cycle of poverty by providing the resources and skills to assist our community's disadvantaged children, families and seniors to live healthier and more productive lives.

Position Summary: : Under the direction of the Program Director, the Food Services Coordinator oversees the operations of all the Food Programs, including but not limited to; supervision and coordination of Food Pantries/ Programs, foodbank orders, food pick-ups and deliveries, promoting and managing community food drives and events, purchasing and restocking pantry items, coordination of all food pantry distribution programs, volunteer requests and oversight, keeping accurate records and monthly statistics, preparing reports and sharing this information as required by partnering agencies and monthly with the Program Director.

Associate's degree in social services, nutrition and/or business is preferred. Required to have a high school diploma, food handler's certification, clean driver's license, completed background check, combined with relevant professional or volunteer food pantry experience and be fluent in Spanish and English. The Food Services Coordinator must have an ability to work and communicate effectively in collaborative environments, have an understanding of food justice issues, knowledge of inventory procedures, as well as experience and competence working with individuals and groups of diverse ethnicities and socioeconomic backgrounds. Smooth operations are achieved through regular attendance, consistent and reliable direction and management of community partnerships, volunteers, interns and work-study students.

Hours: This is a full time position at 40 hours per week. Some early mornings, evenings and weekend hours may be required to meet program needs. Applicant must be flexible.

Working Conditions: Must be able to repeatedly lift up to 50 pounds. Frequent walking, standing, lifting, stairs and ladder climbing. Possess a clean driving record.

Direct Report: The Food Services Coordinator reports to the Program Director.

Job Qualifications:

- Excellent organizational and communication skills and attention to detail
- Experience and competence working in communities of color and with groups of diverse socioeconomic backgrounds.
- Exceptional interpersonal skills and ability to work in teams.
- Fluency in Spanish and in English.
- Strong computer skills including proficiency in Microsoft Office, Google Applications, Constant Contact, and Social Media.
- Ability to multi-task and meet deadlines.
- Exhibits professional boundaries and relationships with staff, volunteers, donors, clients, community partners and the community at large.
- Ability and willingness to work occasional early mornings, evenings and weekends.
- Valid California driver's license, good driving record.
- Strong appreciation for Community's Child's mission and a strong commitment to ensuring the fair and equitable distribution of goods.

Essential Duties and Responsibilities Food Services Operations:

- Keep pantry clean, stocked and well-organized
- Supervise volunteers in their work to manage, organize, monitor and generate inventory for the Food Pantry
- Train and provide consistent daily supervision of pantry volunteers, interns and work study students
- Coordinate food services delivery and distribution programs (including but not limited to Healthy Bags, Weekly Food Pantry's distribution, Shelter Pantry, Feed the Children Program, Thanksgiving event, and Hunger Hero community collection Programs.)
- Coordinate weekly orders and complete pick-ups and deliveries from the Food Bank, Food Forward, Local Grocery Stores and other sources
- Help plan annual and monitor Community's Child's food services budgets
- Coordinate community food drives and related events
- Provide referrals about other community sources of nutrition

Record Keeping and Statistics:

- Do client intakes and maintain up-to-date client records
- Track and collate USDA and other required statistics
- Maintain statistics in computerized database
- Prepare monthly reports for the Food Bank, quarterly reports for Community's Child, and other funding reports as required
- Maintain accurate daily records of donations and purchases and submit in a timely manner to bookkeeper.

Working with donors:

- Work with the Program Director to coordinate, track and ensure acknowledgement of food donations
- Participate in the planning and oversee the implementation of community food drives, including Schools, Churches, the Post Office Food Drive, Car Clubs, Harvest Festival and others as assigned.
- Promote and support community-based food drives

Additional responsibilities:

- Attend weekly staff and supervision meetings
- Oversee the implementation of surveys and feedback forms from pantry recipients and volunteers
- Represent Community's Child at some local food justice coalitions, churches, business, service clubs, schools, etc. including those organized by the Food Bank
- Assist the volunteer coordinator with recognition activities for the Food Services volunteers.

Other:

- Demonstrate professionalism at all times, both verbally and in writing when representing Community's Child, including appreciating and supporting those you work with, showing respect to all participants, demonstrating professional conduct, acting with honesty and fairness in all of your dealings with others, proactively reducing conflict in the Food Service Program.
- Demonstrate active supervision with volunteers and participants in the food services program.
- Approach your work with an attitude of continuous improvement. This involves continually examining processes to discover and eliminate problems in order to improve participant satisfaction and to enhance program effectiveness, with approval from the Program Director.
- The Food Services Coordinator works with Community's Child's team to develop organizational structures and policies to ensure fulfillment of the Center's mission.

Compensation:

- Hourly wage commensurate with experience.
- Mileage compensation.
- Medical Insurance Assistance.
- Performance Bonuses.

Please email resumes to Dede.O@cchild.org