



Food Operations Coordinator

Department	Household Supports	FLSA	Nonexempt
Supervisor	Food Programs Manager	Status	Part -Time
Pay	\$27 - \$29 DOE	On-Site	100%
Schedule	8 am - 4:30 pm (Tuesday - Thursday)	Location	1008 Dill Road

The Operations Coordinator assists with the day-to-day operational tasks for the Lopez Food Share and other food security-related efforts through onboarding, engaging, and working with volunteers, receiving, and keeping track of all orders, with weekly and monthly inventories. Utilizing Microsoft Teams, Google Docs, and other software necessary for Food Share Operations.

Specific Job Functions

<p>Operations</p> <ul style="list-style-type: none"> • Help maintain a clean, organized, and welcoming facility to create a space of dignity and respect for clients. • Assist with all steps of food handling, including the receiving of food shipments, safe and organized food storage, and distribution. • Ensure that refrigeration and storage guidelines are followed. • Maintain a first-in, first-out storage system that rotates products based on expiration date. • Assist and coordinate the recycling, trash, food waste, and compost weekly. • Driving required to acquire food shipments, deliver bags of food to clients as needed. 	25%
<p>Distribution and Client Relations</p> <ul style="list-style-type: none"> • Assist and coordinate lead set up, distribution, and break down on days that food is being distributed. • Help oversee and lead volunteers' efforts. • Assist and coordinate overseeing delivery routes, orders, and communications. 	40%

<ul style="list-style-type: none"> • Help in welcoming and registering clients, promoting an environment of dignity and respect. • Work with the Food Programs Manager to determine equitable distribution of each food item depending on inventory and demand. 	
<p>Food Safety and Recall</p> <ul style="list-style-type: none"> • Ensure that food is being stored, handled, and distributed in accordance with USDA food safety guidelines. • Complete food safety training courses. • Ensure that volunteers are trained in food safety practices. • Assist the Food Programs Manager in coordinating cleanings to maintain a sanitized and clean facility. 	10%
<p>Data and Inventory</p> <ul style="list-style-type: none"> • Track and record necessary data, such as volunteer hours, donation logs, and weekly clients' visits, etc. • Help with reporting (weekly and monthly) • Help with food inventory (weekly and monthly) 	10%
<p>Staff, Volunteer, and Community Partners</p> <ul style="list-style-type: none"> • Participate in regular meetings with Lopez Food Share staff. • Have regular team meetings with Lopez Food Share volunteers. • Help recruit, train, and provide general oversight to Food Share volunteers. • Work with the Food Programs Manager to enhance outreach and recruitment when there are shortages or holes in scheduling. • Process new volunteer applications • Participate in onboarding new volunteers and training. • Update volunteer onboarding documents and lead training, as needed. • Maintain prompt and accurate entry of volunteers' information in the organization's database. • Ensure that LIFRC informational documents and forms are current and relevant. • Provide backup support to other members of the Lopez Food Share • Ensure that volunteers are recognized and thanked appropriately for their contributions. 	15%

Qualifications and Skills

Required:

- Committed to the LIFRC mission, vision, and core values.
- Able to work effectively with a team; be a strong team player.
- Able to effectively communicate and build/maintain relationships.

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- Excellent people skills: good listener, compassion for others, warm, friendly, good conversation skills
 - Has a good awareness of self.
 - Knowledgeable about local food systems
 - Able to prioritize and organize activities.
 - Pay careful attention to paperwork and other details.
 - Knowledge & commitment to principles of confidentiality, including:
 - a) client information
 - b) farmer, restaurant, and other contract amounts and details.
 - c) food purchases and
 - d) other operational and financial information.
 - Able to work under pressure with multiple priorities demanding time and attention. Calm under pressure.
 - Flexible as things change, multi-tasking.
 - Strong computer skills, including knowledge of MS Office, Google Docs, etc.
 - Think outside of the box, able to improvise, problem solver, solution-oriented.
 - Proof of car insurance on file, valid driver's license
 - Comfortable presenting to and leading groups of people

Preferred

- Fluency in Spanish, and knowledge of the community and its food security needs

Mission

The Mission of the Lopez Island Family Resource Center is to provide resources and guidance necessary to meet the basic needs of the entire community. Building on this foundation of wellbeing, we also provide educational and community engagement programs, and we advocate for a more just and equitable community.

Vision

We envision the Lopez Island community as a family in which each person enjoys a positive, meaningful quality of life and knows that our own and our neighbors' basic needs are met. We are committed to lifelong growth and self-improvement in an environment of respect, kindness, and compassion.

Core Values

- We believe in an inclusive and just community with opportunity for self-improvement for all.
- We focus on the well-being of our clients
 - We maintain appropriate professional boundaries.
 - We meet people where they are.
 - We treat our clients with dignity and respect.
 - We maintain our clients' information confidential.
- We use best practices.
- We strengthen our community by connecting people and organizations.
- We collaborate among staff and with other individuals and organizations.
- We are a team of self-empowered individuals.
- We are active listeners and have candid, honest, and positive communication. We accept input from others.

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- We act with integrity and responsibility.
 - We continuously evaluate and improve.
 - We adapt to the changing needs of our clients and the community.

Physical Demands and Work Environment

This position requires frequent sitting, standing, and movement around the office, lifting to 50 pounds; ability to operate phones, computers, and other office equipment; strong command of the English language, with the ability to be understood.

- Stand, sit, bend, lift to 50 pounds.
- Load and unload van
- Going up and down stairs
- Going up and down ladders

Generally, in an open office environment, with occasional visits to external environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Disclaimer:

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All LIFRC employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.