



## **JV Flex Position Description: Food Bank Coordinator**

**Position Title:** Food Bank Coordinator

**Agency:** FamilyWorks

**Location:** Seattle, WA

**Primary Service Category:** Food and Hunger

**Other Service Categories:** Homelessness/Housing Services; Social Services

**About JV Flex:** JV Flex is a program of Jesuit Volunteer Corps (JVC) Northwest, which partners passionate individuals with values-driven organization for a year of service in Portland or Seattle. The JV Flex program offers opportunities in personal growth and formation, along with community-building through monthly meet-ups and two annual retreats with your local cohort of fellow volunteers. Participants of the JV Flex program are also AmeriCorps members, and will receive healthcare, childcare (if needed), a living allowance of \$15,100 and the \$6345 AmeriCorps education award upon completion to use for prior loans or further study.

**About FamilyWorks:** FamilyWorks is the only organization in Seattle with a food bank and family resource center in the same building. Because of this unique blend of services, neighbors and families have access to nutritious groceries at both our Greenwood and Wallingford Food Banks, as well as a wide array of programs and resources at our Wallingford Family Resource Center. Through our food banks, families and individuals can receive fresh produce, dairy, proteins, and more, once a week at each location. We also offer a Grocery Delivery Program for home-bound adults, “No-Cook” or Emergency Food Bags for our neighbors struggling with housing insecurity, and “PowerPacks” for local students to stay well-nourished over the weekend. At our Family Resource Center, families and individuals are creating a vibrant community through playgroups, participant-led workshops, and other community programs. Our Family Resource Center also offers other basic resources such as children’s clothing and diapers, broader support in referrals and connections to other services, WIC Nutritionist appointments, and more.

### **Position Description**

In the first couple months of placement, the JV AmeriCorps member will dive into food bank operations, learning everything from grocery rescue and sorting, to distribution and our client intake process. The JV AmeriCorps member will assist with the full range of FamilyWorks food programs including food bank distribution, Home Delivery, Student PowerPacks, and No Cook bag distribution. After gaining a foundation in food bank operation, the JV AmeriCorps member will serve alongside the Food Bank Manager on the expansion of a new program, our Mobile Food Pantry. Through this program, the JV will collaborate with community partners to bring essential food resources directly to our community, largely serving populations currently experiencing homelessness.

### **Duties and Responsibilities**

- Collaborate with Food Bank Coordinators on day-to-day operations including distribution of “no-cook” bags to participants experiencing homelessness, Mobile Food Pantry, home delivery, Text to Go & kids’ PowerPack bags (40%)



- Receiving pallet deliveries and donations (thanking donors and recording weights), food sorting (sorting produce and dry goods that come in through donations) (20%)
- direct service – responding to knocks at the door for no-cook bags, hygiene supplies, referring participants to our resource center staff (10%)
- Volunteer management – food bank relies on 5-15 volunteers each day to operate, and the JV AmeriCorps member will be involved in directing and overseeing tasks carried out by volunteers (10%)
- Determining contents of food bags according to dietary and cultural preferences of various populations served through home delivery, mobile food pantry, Text to go boxes and distribution hours – Regularly assessing needs through surveys and other client feedback opportunities. (10%)
- Grocery rescue pickups and client intake. (10%)

**Language Requirements:** English

**Education Requirements:** High School Diploma or GED preferred. JV AmeriCorps member is required to be at least 21 years old.

**Other Requirements:** Valid Washington state driver's license required in order to operate FamilyWork's van and/or mobile food pantry.

#### **Additional Position Details**

**Physical/Mental Demands:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Workplace is a warehouse-like setting, working extended periods on a cement floor.
- Involves significant physical exertion on an everyday basis, including heavy lifting (50 lbs or more)
- Requires driving a van for local pick-ups and deliveries
- Environment is dynamic and fluid, requiring flexible thinking and decision making
- This position does not qualify for work from home

#### **Training and Professional Development Offered:**

The JV AmeriCorps member will receive hands-on training alongside our food bank team. They will shadow our Food Bank Coordinators to learn everything about food bank operations from grocery rescue to home delivery to ordering and will have regular check ins with the Food Bank Manager. They will be asked to get their Food Handlers' permit before starting. JV AmeriCorps member will participate in regular conversations as a team as we advance our racial equity and cultural competency work in the food bank. Trainings on de-escalation, trauma informed care and racial equity will be offered as available.

**To apply** for this and other JV Flex positions, please submit an online application at [jvcnorthwest.org/JVFlex](http://jvcnorthwest.org/JVFlex)