



# EDMONDS FOOD BANK

PEELING BACK THE LAYERS OF FOOD INSECURITY

## **In-House Distribution Coordinator**

The In-House Distribution Coordinator will take the lead on ensuring that our Monday and Tuesday distributions go smoothly, as well as collaborating with the Outreach Distribution Coordinator and Programs Manager to allocate adequate amounts of food to distributions both within and outside of the Edmonds Food Bank. While this is currently a part-time position, EFB hopes to allocate grant funds in the near future to expand this role to a full-time position with benefits.

### **In-House Coordinator Job Responsibilities (25 hours):**

- Coordinate set-up and tear-down of Monday distributions, Tuesday distributions, and Thursday deliveries.
- Ensure online ordering system stays operational and up to date.
- Put together the list of available food items each week.
- Collaborate with Programs Manager to order appropriate quantities of produce, dairy, and shelf-stable items when necessary.
- Maintain existing and build new relationships with local farms and produce suppliers.
- Work with Programs Manager and Outreach Distribution Coordinator to ensure EFB has adequate amounts of culturally-appropriate foods on hand for the Edmonds community.
- Coordinate donation pickups at local grocery stores.
- Track the amount of food being distributed week-by-week out of EFB.

### **In-House Coordinator Job Requirements:**

- Able to safely lift up to 50 lbs.
- Driver's license (preferred)
- Food Handler's Permit (can obtain after hiring)
- Bilingual (preferred)
- Treats customers, volunteers, and other staff members with respect.

**Compensation: \$20-28/hr, 25 hours/week**



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## **Note on Working with Volunteers:**

Please note that many of the tasks above that take place before and during distribution hours can be performed by volunteers who are not already busy with their regular tasks. However, please take care to cultivate a sense of “working with” rather than “working for” when asking volunteers to do things for you. Try not to ask volunteers to do a job that you wouldn’t do yourself and take time to work alongside volunteers on the same jobs when possible. Make sure to regularly thank volunteers for their assistance as well.

## **Edmonds Food Bank Information**

### **Vision:**

- No person in our community is food insecure.

### **Mission:**

- to promote food security and self-reliance by providing our customers with a friendly, safe environment and wholesome foods each week.
- to increase community awareness of food insecurity and its root causes in the Edmonds community.

### **Diversity/Value Statement**

- Value all individuals, respect all individuals, be kind to all individuals

**Any questions? Please contact Andrew Brokaw at [programs@edmondsfoodbank.org](mailto:programs@edmondsfoodbank.org) or 513-808-3039.**