



Food Bank Coordinator

Work Week: Tues/Weds/Fri/Sat, 8am-4pm; Thursday 12pm-8pm. 40 hours per week

Wage Grade: \$33.65/hour, with an increase in July 2024. Paid bimonthly.

\$1 per-hour increase for applicants with conversational proficiency in our top five service languages other than English.

Benefits: North Helpline provides a comprehensive benefits package including: 100% employer covered medical, dental and vision benefits; employer matching Simple IRA; PTO, and holidays.

Reports to: Food Access Manager

FLSA Status: Non-Exempt

Start Date: 7/1/2024 to coincide with the start of our fiscal year.

Application Deadline: 6/3/2024.

Description of Organization:

North Helpline works to make sure our neighbors have food on their tables and a roof over their heads. We do this by partnering with our neighbors to help build a community for all. North Helpline strives to provide services that are both accessible and relevant for the wide cultural and demographic diversity reflected in our community. North Helpline's Food Access programs provide substantial food resources to approximately 1,900 unique households (consisting of nearly 5,000 individuals) in and around North Seattle/King County.

About the Position:

The primary responsibility of the Food Bank Coordinator is to plan, direct, or coordinate the storage and distribution operations within the Food Bank. This role will guide and monitor the activities of volunteers engaged in receiving, storing, and distributing food and will be accountable for keeping the Lake City warehouse organized and clean. The Food Bank Coordinator will also monitor inventory levels and partner with the Assistant Food Access Manager to maintain supply.

To ensure the highest level of services are provided, additional duties and responsibilities may be assigned as needed.

Essential Duties and Responsibilities

Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Lead two food bank distributions weekly.
- Create a welcoming environment for all visitors to our food banks.
- Participate in planning groceries offered weekly, with an eye toward equal service over 4 distributions at two sites.
- Keeps an organized and sanitary warehouse; consistently follows and executes a "first in, first out" (FIFO) inventory (stock rotation) and adheres to food safety protocols.
- Regular organization and rotation of food stock, including dry, cold, and frozen.

Working to make sure our neighbors have food on their tables and a roof over their heads.

Locations in Lake City and Bitter Lake



- Plan, develop, or implement warehouse safety and security.
- Work with the volunteer team to ensure that there are enough volunteers.
- Train and supervise volunteers on distribution and sorting tasks.
- Participate in planning of volunteer special projects, as needed.
- Monitor inventory levels of products in Lake City warehouse.
- Coordinate recall response, as needed.
- Participate as a member of the North Helpline Safety Committee.
- Other duties as assigned.

Position Requirements:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills and Abilities

- **Supervisory Skills** - This position directly supervises volunteers. Responsibilities include training volunteers; planning, assigning, and directing work; monitoring performance; and addressing complaints and resolving problems with the volunteer team.
- Demonstrated a lived commitment to apply racial, gender, and economic justice lenses in both personal and workplace contexts.
- Able to work independently in a chaotic warehouse environment.
- Intermediate computer skills in Microsoft and Google suite of tools.
- Proficient in using technology as a task management and reporting tool.
- Strong problem-solving skills, with experience building equitable, human-centered processes and finding creative solutions to balance competing priorities.
- Able to multitask in a random, busy, and dynamic work environment.
- Demonstrated organizational skills and adherence to deadlines.
- Strong de-escalation skills, especially when working with a diverse population.
- Strong logistical and spatial management skills.
- Strong organization and time management skills.
- Excellent verbal and written communication skills with exceptional attention to details.
- Personal qualities of integrity, credibility, and a commitment to and passion for North Helpline's mission.
- Ability to professionally interact with clients, contributors, government employees, elected officials, and other personnel in a culturally diverse environment.
- Valid WA driver's license in good standing and ability to drive full sized vans.

Education & Experience

- High School or equivalent combination of education and experience.
- Experience with food safety is preferred.



- Experience coordinating small groups of people in a food service or food access setting is highly preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to remain standing a minimum of 50% of the time.
- Able to frequently move about inside the office and warehouse to access necessary office equipment and resources.
- Frequently work inside walk-in coolers and freezers, loading and relocating crates of food up to 50lbs.
- Constantly operate a computer and other office equipment, such as a scanner, copy machine, and printer.
- Constantly accesses, handles, and uses non-electronic resources.
- Frequently moves crates of food, equipment, and other workplace resources up to 50 pounds.
- Occasionally move about the workspace to include occasional positioning of self to maintain equipment, office supplies, tasks, etc.
- Ability to inspect, recognize, observe, assess, compare, detect, discern, and distinguish office resources, necessary documents and reporting, and other organizational resources as needed.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment varies.

Hiring Process / Timeline

Candidates from non-traditional backgrounds are encouraged to apply. Please address how your experience and skills relate to the requirements of this position in your cover letter.

To apply please email your resume and cover letter to search@northhelpline.org with “Food Bank Coordinator” in the subject. We will read your cover letter first; it’s important for us to understand if this is the right fit for you. In your cover letter, please be sure to tell us why you are interested in this job and working at North Helpline.

Applications may also be dropped off in person at our Lake City Food Bank location located at 12736 33rd Ave NE, Seattle, WA 98125, during food bank hours (Wednesdays 9:00am-1:45pm, Thursdays 4:00pm-6:45pm; Saturdays 9:00am-1:45pm). Email applications are preferred.

We will review applications and conduct phone screenings on a rolling basis through the first week of June. Interviews will begin the second week of June and will continue until the position is filled.