

PARISH: St. Leo Food Connection

TITLE: Food Bank Admin Coordinator

NAME:

REPORTS TO: Director Food Connection

DATE:

I. POSITION PURPOSE

This position is responsible for the administrative phases of St Leo Food Connection Food Bank operations as well as supporting the overall mission of St Leo Food Connection. Maintains a welcoming, friendly, and cooperative environment where everyone (donors, workers, and customers) is treated with compassion, dignity, and respect. Demonstrates effective leadership and good public relations skills.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Support

- Assist in Maintaining the content and graphics for entity websites and their peripheral components (calendar, podcasts, links, Constant Contact, and social media) for St. Leo Food Connection.
- Serves as liaison between social media followers and the Food Connection.
- Designs and produces publications and Fundraising materials.
- Produces graphic materials needed for the maintenance of all visual communication outlets.
- Provides broad support and serves as an administrative resource to Food Connection staff needing assistance.
- Maintains the Food Connection Donor Database
- Gathers, compiles information, and produces the Food Connection Annual Report, and assists in Annual presentation.
- Assists the PA Administrator with recruiting, employee relations, training, and communication.
- Utilizes approved resources to assist with operation of telephone system, on computers, network equipment, electronic door access, and other systems.
- Participate in staff meetings and provide minutes summarizing outcomes and decisions.
- Prints letters, bulk mailings, labels, and any other printed materials needed.
- . Other duties and responsibilities as assigned.

Food Bank

- Maintain an equitable and efficient food distribution model that honors the dignity of every person receiving assistance.
- Maintain a clean and safe environment by following food safety regulations.
- Coordinate with the Warehouse Coordinator to ensure appropriate amount of food is stocked and available for expected food bank needs including Springbrook, Sacred Heart, and NE Tacoma Mobile Foodbanks.

Record Keeping

- Maintain confidentiality and accuracy of client, volunteer, and community service databases.
- Maintain accuracy of inventory database.
- Review daily food distribution sheets for accuracy.

Facility Management

- Ensure safety, maintenance, and cleanliness of site including vehicles, exterior areas, and parking lot.
- Maintain temperature log for freezers and refrigerators. Record & post temperatures for distribution coolers and freezer daily.
- Ensure that the food bank, vehicles, exterior areas, parking lots and restrooms are clean. Close and secure facility at end of shift.

Volunteer Management

- Assist Volunteer Coordinator to schedule and train volunteers to serve in food bank; perform safety checks every week to ensure proper techniques are being followed.
- Supervise, coach, counsel volunteers as needed.

Customer Service

- Handle customer service issues with diplomacy. When issues occur, provide a response within 3 days of complaint to customer.
- Talk with customers on a weekly basis to gather feedback.
- Provide referrals to other resources to customers as needed.

Professional Development-Public Relations

- Participate in appropriate workshops, conferences, and community meetings related to food banks and administration, and maintain current required certifications.
- Seek out opportunities to give presentations to community groups and organizations such as community gatherings, fairs, service clubs, businesses, churches, professional organizations.

III. COMPETENCIES

- Previous supervision experience preferred.
- Demonstrate success in working collaboratively as part of a team.
- Knowledge of food bank operations and inventory control preferred.
- Obtain and maintain a current Food Handlers Certification as required by the State of Washington.
- Current Washington state driver's license with copy of driving abstract as proof of insurability required.
- Ability to interact effectively with the community.
- Minimum High School Diploma, associate or bachelor's degree preferred.
- Maintain proficiency in Microsoft Office, the donor management system and any other hardware or software required to perform the duties of the position
- Archdiocese of Seattle Safe Environment Training and background check required.

Physical Demands:

- Must be able to lift min of 35 lbs. on a repeated basis.
- Must be able to work independently.
- Must be able to sit or stand for four or five hours.
- Must be able to communicate clearly using a phone.

Apply: [Coordinator - Hourly \(paycomonline.net\)](http://paycomonline.net)

ST. LEO PARISH
710 13th Street • Tacoma, Washington 98405
Tel. 253-272-5136