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**Currently Accepting Applications:** Temporary Food Distribution Center Coordinator

**Closing Date:** Open until filled

**Interviews Scheduled:** Ongoing

**Hire Date:** As soon as possible

**Pay Range:** \$16 hr. - \$17 hr., DOE

POSITION: Temporary Food Distribution Center Coordinator  
JOB CATEGORY: Temporary full-time, non-exempt  
RESPONSIBLE TO: Executive Director/Deputy Director  
SUPERVISES: Food Distribution Center Staff and Volunteers

## I. Position Summary

The Temporary Food Distribution Center Coordinator reports to the Executive Director/Deputy Director and is responsible for operating and maintaining the Food Distribution Center that distributes food to feeding programs and food pantries in Chelan and Douglas Counties.

## II. Essential Functions

A. Understands and implements operations for the Food Distribution Center, such as TEFAP (The Emergency Food Assistance Program), Green Bags and donated foods.

1. Implements the Food Distribution Center programs according to rules and regulations provided by all applicable funding/food sources.
2. Ordering, purchasing, loading and unloading of food.
3. Maintains inventory control.
4. Ensures that the warehouse equipment and environment is kept in good, clean and safe condition.
5. Establishes and maintains positive working relationships with food pantry directors and volunteers and with all vendors and community members.
6. Attends meetings with State and local partners regarding food acquisition,

storage and delivery.

7. Collects data, prepares and submits all paperwork and reports in a timely fashion.
8. Monitors food banks in Chelan and Douglas Counties and other qualified receiving agencies of the Food Distribution Center.
9. Schedule and facilitate meetings with food pantry operators.
10. Supervises program staff and volunteers.
11. Seeks additional funding opportunities and works with Executive Director/Deputy Director before submitting funding proposals.
12. Participates in events and activities that support the Food Distribution Center.
13. Contributes other activities/services that allow the program to continue to meet the nutritional needs of children and adults and creates a positive image within the community.

B. Understands and implements agency procedures and expectations:

1. Implements teamwork actions and collaborates with co-workers to create a positive working environment.
2. Abides by the provisions of the Employee Handbook and agency operating procedures.

### **III. Non-Essential Functions**

A. Attends staff meetings.

B. Participates in required and optional professional development opportunities.

### **IV. Qualifications**

A. Education: High school diploma or equivalent.

B. Preference: Experience working with shipping, receiving and/or inventory control. Experience supervising staff and/or volunteers. Program management experience. Fork Lift Certification.

C. Must have ability to:

1. Lift 50 pounds.
2. Understand the needs, struggles and concerns of low-income families.
3. Work with people from a variety of economic, racial and cultural backgrounds with various lifestyles, disabilities, sexual orientations and ages.
4. Maintain confidentiality of all program matters.
5. Accept responsibility and work independently of immediate supervision with a high level of consistency, efficiency and timeliness.
6. Understand and interpret state and federal regulations.
7. Communicate effectively in both oral and written form, relate well with others, solve problems and be organized.

D. Other Qualifications:

1. Possess a valid Washington State driver's license and maintain a good driving record.
2. Possess a truck, to be used for food deliveries.
3. Provide proof of personal automobile insurance.
4. Be able to travel throughout Chelan and Douglas Counties and the State of Washington.

**V. Work Schedule**

- A. Temporary full-time, non- exempt employee.
- B. Hours include early morning, evening and weekends as needed to accommodate Food Distribution/Food Pantry schedules.