

CSC Grocery Delivery Program Coordinator Job Description

Title: Grocery Delivery Program Coordinator

Reports to: Director of Food Operations/Executive Director

Classification: Full Time

Salary: \$18-20/hour

Benefits: Medical, Dental, Vision covered at 50% at 2 months of employment

About CSC:

Clackamas Service Center (CSC) is an inclusive "one-stop" community center for individuals and families seeking food relief and resources for improved health, dignity, and stability. We are based in Clackamas County, and serve community members within the county and the surrounding area. Visit our website for more information: cscoregon.org

Job Description:

This is a dynamic position in a small, rapidly growing nonprofit. We are looking for someone who can manage our home grocery delivery program, assist with food sourcing, and cultivate community partnerships. To also improve processes and produce results in a fast-paced, person-oriented environment.

Responsibilities:

- Oversees Grocery Delivery Program
 - Creating home delivery routes
 - Be on call when volunteer drivers are out on delivery to navigate issues as needed
 - Managing incoming calls and online order forms
 - Oversee food box production
- Managing Grocery Delivery Program Volunteers
 - Onboarding volunteers
 - Training and scheduling volunteers
 - Will include flexing into volunteer positions as needed
- Managing inventory
 - Coordinating the restock and rotation of food & non-food items
- Assisting in food sourcing
- Build and Cultivate food and program partners
- Identify and improve processes, increase efficiency and effectiveness of food programs
- Collaborate and work well with small staff, volunteers, community partners, and larger community organizations

- Maintains positive relationships with partners, donors and volunteers
- All other duties as assigned
- Reports to Director of Food Operations
 - Includes weekly/monthly tasks

Required qualifications:

- This job can be very physical – must be able to lift up to 40-50 pounds, routinely receive large donations, pack boxes, etc.
- Must be organized and detail-oriented with an ability to think about the bigger picture and holistic health of the clients, the warehouse, and the community
- Must be a self-starter with an ability to take initiative and work with minimal supervision
- Willingness to be flexible, innovative, thoughtful, and creative
- Strong interpersonal communication and relationship building skills
- Ability to work with a variety of people, including community members, volunteers, staff, and clients
- Ability to work independently as well as part of a team
- Basic knowledge of food safety and nutrition
- Basic knowledge and passion for food security, homeless issues, and/or socioeconomic justice
- Basic proficiency with typing, Microsoft Office, and Google Drive

Preferred qualifications:

- Experience in food pantry coordination or nonprofit work
- Experience with process improvement and system building
- Experience working with marginalized populations
- Bilingual, Spanish preferred
- Lived food insecurity experience

Potential Career Growth Opportunities:

- Develop community programming
- Community Outreach Opportunities

Application requirements:

Please send a resume and cover letter (1 page max) addressed to Debra Mason at info@cscoregon.org with the subject line [LastName Grocery Delivery Program Coordinator Job Application].

Women, people of color, and LGBTQ strongly encouraged to apply.