

Dar Al-Hijrah Islamic Center - Food Bank & Logistics Coordinator (Part-Time)

The Food Bank & Logistics Coordinator directly manages all aspects of the center's food distribution, and special/ seasonal distributions, including food sourcing, logistics of the distribution, volunteer recruitment and management, administration, reporting, and above all, serving community members in need with kindness and compassion.

He/She reports directly to the Social Services Director of the center.

Necessary qualifications include:

- An ability to communicate pleasantly and professionally with clients, volunteers, community partners and other stakeholders of the center
- Strong organization and time management skills
- Knowledge of safe and proper food handling and storage practices
- Physical fitness and ability to lift and carry up to 60 pounds as needed
- Resourceful and creative thinking and problem solving skills
- Flexibility and availability to work as needed
- Proven data management and computer skills
- A valid driver's license and current insurance at required minimums
- Bilingual English/Spanish speaker preferred
- An ability to multi-task and prioritize in a fast-paced environment and high energy

Essential duties and responsibilities include but are not limited to the following:

Sourcing

- Work with local food banks, grocery stores, community partners and others to consistently procure needed, healthy food cost effectively
- Collaborate with the Social Services Director and administration to seek and apply for grant funding

Logistics

- Manage the pick-ups and donations of food and other items
- Oversee the sorting, packing and safe storage of food
- Organize the food distribution and all related details
- Coordinate any home deliveries or emergency walk-ins
- Maintain a clean and well-ordered kitchen, pantry and storage area

Administration

- Oversee the enrollment of clients while properly maintaining personal private client information.
- Manage client sign-in on the day of distribution
- Maintain key data points for reporting and create and communicate regular reports to the administration, funders and other stakeholders
- Seek new and creative ways grow the food bank and to meet client needs as they evolve

Hours

- Wednesdays 10am – 4pm
- Thursdays 8am – 1pm
- Mondays, Tuesdays & Fridays – 4 hours/day (flexible from 10am – 4pm)
- As needed for special & seasonal distributions