



Position Announcement
Western Tidewater Distribution Coordinator

Job Location: Franklin, Virginia

Application Dates:

Internal and External Posting July 15, 2022

About Us: Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit www.foodbankonline.org, Facebook, or Twitter.

Position Overview: This Western Tidewater Distribution Coordinator is responsible for the oversight of Foodbank partner agencies within the Foodbank of Southeastern Virginia’s Western Tidewater service area and other aspects of Foodbank Community Outreach. Responsible for all food distribution from the Foodbank on the Western Tidewater Food Pantry location, to include but not limited to packing and distribution of food bags and record keeping of clients for this location.

Work Hours/Shift: Monday-Friday; work hours vary depending on tasks, meetings, projects, events, etc.; some weekend and evening work required for meetings, special events, and out of town conferences.

Travel: Local and regional may be required for overnight travel for training and conferences.

Duties and Responsibilities:

- Oversee assigned aspects of agency daily operations for Western Tidewater including communications with agencies about programs, issues, reporting, and generally act as a liaison to partner agencies.
- Train Partner Agencies and their staff/volunteers concerning appropriate FBSEVA/WT standards as needed.
- Perform onsite bi-annual inspections for partner agencies assuring that required monitoring of agencies is completed in a timely manner. Prepare written reports on findings; make recommendations for continued service and/or changes in status with the FBSEVA/WT.
- Maintain accurate records by updating partner agencies’ files to include up to date contracts and agreements.
- Monitor monthly partner agency reporting. Analyze reports and audit them against distribution to ensure accuracy and completeness.
- Prepare partner agency records, files and reports for Feeding America and FBSEVA audit(s).
- Inventory and stock all in house inventory for distribution of all in house agencies including all Backpack sites.
- Certify all Clients at these locations for eligibility for food distribution
- Inventory all in house pantry USDA Commodities at the end of each month.
- Recertify any pantry clients that are physically unable to attend pantry hours.
- Commit to and understand the FSEVA’s mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- Practice professional customer service at all times when dealing with clients of the Food Pantries.
- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the Foodbank.
- Complete other tasks as assigned or requested by the direct supervisor, department head or Senior Management.

Educational Achievement:

- Minimum: High school diploma or general education degree (GED).
- Associate degree preferred.

Work Experience:

- Minimum: 2 years of progressive experience, preferably in the nonprofit sector.
- Note: Experience refers to paid and unpaid experience including volunteer work (e.g., professional, philanthropic, religions, spiritual, community, student, social).

Required Skills, Abilities & Certifications/Licenses:

- Demonstrated ability to work with people from a variety of backgrounds.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Valid Driver's License.

Preferred Skills, Abilities & Certifications/Licenses:

- Forklift certification. Can be obtained after hire.

Physical Demands: While performing duties of this job, the employee is regularly required to when working in office or warehouse environment.

This job requires that weight be lifted or force be exerted up to 40 pounds when handling donations, documents and files.

- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Distance vision (clear vision at 20 feet or more), peripheral vision, depth perception and ability to adjust focus when operating equipment.
- Regularly required to talk or hear when communicating with employees and clients.
- Use hands and fingers to handle, or feel.
- Reach with hands and arms.
- The employee frequently is required to stand and or walk for extended periods of time.
- The employee must be able to climb or balance.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

Pay Rate: Minimum Base Pay Starts at \$15.18/hour – pay may be higher for candidate based on education level, experience, credentials...

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at orfrecruiting@foodbankonline.org.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.