

Job Title: **Food Sorting Coordinator**
Department: Operations
Reports To: Warehouse Manager
Classification: Regular, Non-exempt, Full-time
Schedule: Tuesday to Thursday, 11:30am-8pm
Friday, 7am-3:30pm
Saturday, 7:30am-4pm
Location: Concord, CA

**Do you want a career that allows you to make an impact in the lives of others?
Are you passionate about ending hunger in America?
If so, we want to hear from you!**

The Food Sorting Coordinator works directly with Food Bank volunteers to oversee and coordinate the sorting of food products to ensure only products meeting strict quality standards are distributed to the community. This position has extensive interaction with the public and requires critical thinking and independent decision making ability.

The Food Bank of Contra Costa and Solano provides food to about 182,000 people every month in Contra Costa and Solano counties thanks to the support we receive from our volunteers. The Food Sorting Coordinator is essential in ensuring our volunteers have a productive and meaningful experience at the Food Bank while maintaining strict quality control standards.

Responsibilities

- Direct and supervise volunteers to sort through food products to ensure we distribute quality food to the community.
- Perform quality control on all boxes that are sorted by volunteers.
- Maintain a sanitary working environment in the sorting room.
- Keep records of community service workers.
- Comply with all Feeding America contract and environmental health standards.
- Assist with inventories of donated food.
- Lead tours of the Food Bank, as needed.
- Other duties as assigned.

Qualifications:

- High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.
- Self-directed, ability to work with limited guidance and direction.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Effective written and verbal communication skills.
- Ability to work with diverse populations while maintaining a high level of professionalism at all times.
- Effective conflict de-escalation and resolution skills.
- Ability to speak effectively to large groups of people.
- Forklift certified
- Ability to operate an electric pallet jack



Job Opening

Benefits

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, flexible spending account, 403(b), and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply

Please send your resume and any supporting documents to hr@foodbankccs.org with the subject line: **"Food Sorting Coordinator."** Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano
Attn: Human Resources
P.O. Box 6324
Concord CA 94524**

For more information about us, please visit: <http://www.foodbankccs.org>

The Food Bank of Contra Costa and Solano is an Equal Opportunity Employer