

Job Title: **Food Sorting Coordinator**
Department: Operations
Reports To: Warehouse Manager
Classification: Regular, Non-exempt, Part-time (16 hours per week)
Schedule: **Sunday (8am-4:30pm) and Monday, (11:30am-8pm)**
Location: Concord, CA

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 180,000 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.

Essential Duties and Responsibilities

- Direct and supervise volunteers to sort through food products to ensure the Food Bank distributes 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.
- Assist with inventories of donated food.
- Lead tours of the Food Bank, as needed.
- Other duties as assigned.

Qualifications

- One to three years related experience and/or training.
- Ability to frequently lift 75 pounds, including overhead lifting.
- Previous forklift and electric pallet jack experience preferred.
- Team player, able to work independently and efficiently 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.
- Must be punctual, reliable, and organized.
- Comfortable interacting with and giving direction to large groups of people
- Employment is contingent on a passing criminal background screen and drug test.



Job Opening

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
4010 Nelson Ave
Concord CA 94520

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

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