

**Job Title:** Food Sorting Coordinator (part-time)  
**Department:** Operations  
**Reports To:** Warehouse Manager  
**Classification:** Regular, Part-time (16 hours per week), Non-Exempt  
**Schedule:** Sunday 8:00am-4:30pm  
Monday 11:30am-8:00pm  
**Location:** Fairfield, CA

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### **Summary**

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. This position 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.

### **Essential Duties and Responsibilities**

- Provide support to Volunteer Services to recruit, train, and supervise new volunteers.
- Communicate frequently with volunteers to ensure they are satisfied and appropriately placed.
- Conduct quality control on all boxes that are sorted by volunteers.
- Maintain a sanitary working environment in the sorting area.
- Assist with daily incoming donations.
- Maintain weekly metrics by inputting data into Excel sheets.
- Maintain organization, inventory and cleanliness of the Volunteer Department's storage areas.
- Setting up an adequate work area for product sorting and weekly boxing/production line.
- Direct and supervise volunteers to sort through various food products to ensure we distribute quality food to the community.
- Keep records of community service workers.
- Comply with all standards of Feeding America and local environmental health standards.
- Other duties as assigned, including but not limited to: sanitation, unloading/loading trucks, product rotation, and cycle counting.

### **Qualifications**

- 1-3 years related experience and/or training in warehousing, customer service, and/or facilitating group activities.
- Ability to operate a forklift and an electric pallet jack. Previous experience preferred.
- Frequently lift and/or move up to 70 pounds.
- Ability to speak effectively and professionally before groups of customers, employees, and the general public demonstrating cultural sensitivity.
- Communicates accurately, honestly, supportively and in a timely manner with department and interdepartmental team members.
- Basic proficiency in MS Excel. Must be able to perform basic data entry.
- Demonstrates strong planning, organizing, time management and interpersonal skills.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



- Self-starter who is able to work with minimal supervision. Works effectively under pressure to meet established goals and objectives.
- Effective conflict de-escalation and resolution skills.
- Employment is contingent on a satisfactory criminal background screen and passing drug test, including marijuana.

**Additional Information**

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

**Compensation and Benefits**

This is a part-time, non-exempt position. The non-negotiable starting pay for this position is \$23.00 per hour. We value our employees' time and efforts. Part-time staff are eligible for the 403(b) retirement plan and employer match. We work to maintain the best possible environment for our employees, where people can learn and grow with the organization. We strive to provide an inclusive, collaborative, and 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](mailto: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 Avenue  
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  
Underrepresented groups are encouraged to apply.**