



Position Title: Food Shelf Coordinator
Reports to: Program Manager (Food Support/Case Management)
Status: Regular, Full Time Non Exempt
Position Summary: Responsible for the day-to-day operations and coordination of the Food Shelf program. Act as support for Food Support Manager and direct service staff.

Responsibilities:

- Oversee the day-to-day operations and coordination of the food shelf program
- Work with Volunteer Coordinator to determine volunteer needs for food shelf
- Supervise and train volunteers and interns to provide comprehensive intake/assessment services for food shelf
- Oversee daily food shelf operations, ensuring safe food handling procedures, proper maintenance of equipment/appliances in order to comply with license requirements
- Oversee volunteer scheduling, phone coverage and schedule intake appointments as necessary
- Conduct intake and in-home assessments of program participants and make referrals to family center
- Order food regularly from multiple vendors, ensuring billing accuracy for food shelf purchases
- Assist and support Family Center Site Coordinator with coordination of services such as Fare for All, Bridging Inc., Hope 4 the City and Alley Shop
- Attend Evaluation Task Force meetings and participate in agency and program evaluation efforts for Food Support
- Coordinate with In-Kind donation coordinator on food drives through out the year to ensure adequate donated products for food shelf. Serve on the Food Shelf Committee.
- Support special programs such as March Food Drive, farmers market, school supplies drive and holiday program
- Provide monthly fiscal oversight of expenses and revenues for food shelf operations
- Develop and manage food shelf program staffing schedule
- Represent agency/program at public engagement, education, community partner and media meetings and events as assigned
- Address participant grievances and concerns in a timely and professional manner
- Generate monthly and quarterly program reports as directed, ensuring data accuracy for funders, partners and internal stakeholders as assigned
- Oversee Wellstone Family Center if Family Center site Coordinator is out or off site
- Maintain confidentiality of all program participants according with State Data Privacy Act
- Ensure confidential data collection utilizing ClientTrack data systems for program evaluation and quality control purposes
- Attend and participate in departmental/agency meetings and trainings as required
- Other duties as assigned

Qualifications:

- Minimum bachelor's degree in human services or related field plus at least two years human services experience
- Knowledge of community resources
- Ability to balance multiple projects and priorities
- Ability to work independently with little supervision in a fast pace environment
- Excellent interpersonal, verbal and written communication skills
- Strong computer skills (including Microsoft Office, Internet and e-mail)
- Bilingual in English and Hmong, Spanish or Somali preferred
- Demonstrated ability to work and communicate effectively with people of diverse ethnic, economic, racial and cultural backgrounds
- Able to work evenings and occasional weekends
- Must be able to safely lift a minimum of 50 pounds
- Must have a valid driver's license with ability to drive agency vehicles
- Must be able to pass a criminal background check

Compensation: Minimum \$13.80/hour DOQ plus benefits

For consideration please mail, fax, or email your resume with letter of interest to: Neighborhood House, Attn: Human Resources, 179 East Robie St, St. Paul, MN 55107; Fax: 651-789-2501; Email: humanresources@neighb.org. Position Posted: 2/14/12; Closing Date: 2/21/12

Neighborhood House is an equal opportunity employer committed to affirmative action and a welcoming work environment for people of diverse communities.

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