



We believe hunger is unacceptable.

DISTRIBUTION COORDINATOR

Location Bellingham Food Bank
Hours & Benefits Full Time, Exempt position: Medical, Dental, Vision & Retirement plan

Job Summary

This position works closely with volunteers and food bank clients to distribute food to food insecure families and individuals.

Duties

Lead

- Lead staff person coordinating food distribution at Ellis Street location.
- Work closely with volunteers to successfully manage distribution of food.
- Primary staff member interacting with food bank clients during distribution.
- Respond calmly to any client behavior and issues on distribution days. Ensure issues such as line flow, and clients with special needs are, when possible, planned for and responded to.
- Lift and carry loads that exceed the physical limits and capabilities of volunteers.
- Respond to emergencies and special situations by providing solutions as needed.
- Coordinates the building and distribution of home deliveries to partnering agencies
- Attend regularly scheduled staff meetings and appropriate trainings.
- Works with the Warehouse Manager and Facilities Manager to support moving inventoried food onto distribution floor.
- Second staff member at satellite food pantries on Tuesday and Thursday evenings.
- Cleaning distribution room and sorting room at close of each business day.

Assist

- Warehouse support such as organizing food for satellite food pantries
- Fills in for staff absences as needed.
- Assists Facilities staff with facility maintenance and cleaning.

Skills Required

- Training in de-escalation techniques and an ability to work with people who may have challenging histories and behaviors.
- Excellent communication and customer service skills, both verbal and written.
- Proficient in Microsoft Office.
- Ability to create and maintain electronic and paper systems for appropriate record keeping.
- Ability to work independently, to prioritize and effectively manage ever-changing workload.
- Must have a valid driver's license with ability to drive all food bank vehicles (van, box truck, and pick-up truck).
- Training in First Aid and able to effectively mobilize resources as needed in an emergency situation.

Supervision Received & Work Environment

Reports to and is supervised by Operations Manager. Fast paced administrative office, distribution center and warehouse which will require employee to walk, stand, regularly lift 50 pounds, operate warehouse equipment, and drive fleet vehicles.

To Apply

Email cover letter and resume to mike@bellinghamfoodbank.org or mail to 1824 Ellis Street Bellingham, WA 98225.

We strongly support equal employment opportunity for all staff members, as articulated by federal, state, and local laws. Alternatives to Hunger actively seeks to recruit individuals without regard to race, creed, color, gender, sexual orientation, disability, marital status, veteran status, national origin, or age. Particularly, Alternatives to Hunger and all its staff members will comply with the AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications. Our equal employment opportunity philosophy applies to all aspects of employment, including recruitment, training, promotion, transfer, job benefits, pay and dismissal.