

## **JOB DESCRIPTION**

**JOB TITLE:** Agency Food Coordinator  
**REPORT TO:** Chief Operating Officer

**SUMMARY:** Assess the needs of member agencies and recommend methods for improving service. Work with member agencies on a daily basis to provide good customer service.

### **DUTIES AND RESPONSIBILITIES:**

1. Adhere to the core values of the Weld Food Bank
2. Comply with all Weld Food Bank, Feeding America and AIB food safety standards.
3. Operate the Agency shopping area during operating hours.
4. Be familiar with the food bank inventory software.
5. Agency check out.
6. Accept agency on-line order and have them ready at scheduled pick-up time. To pick orders, must be available to lift up to 40#
7. Provide agency shopping assistance and familiarize agency representatives with shopping procedures.
8. Provide excellent customer service to partner agencies eligible to access food from the agency shopping area.
9. Keep the Agency Shopping area clean, well organized and presentable at all times
10. Sort, record, and move grocery store product to designated area.
11. Train volunteers or program works to help in the agency area and check out agencies.
12. Keep pallet tags current.
13. Attend a weekly inventory meeting and work collaboratively with other Weld Food Bank staff.
14. Be responsible for accurate monthly inventory of the agency area.
15. Report inventory shortages immediately.
16. Follow established safety guidelines to ensure the safety of co-workers, volunteers, and visitors.
17. Remain diligent in finding opportunities to increase the distribution of food in cost effective ways.
18. Perform assigned weekly and monthly cleaning duties
19. Occasionally work weekends or evenings to support food bank operations.
20. Foster a team effort and work with staff and volunteers to promote a clean, safe and positive work environment.
21. Respect and maintain confidentially.
22. Other related duties as assigned.

Revised: July 2023