



BIENESTAR

JOB TITLE: Foodbank Coordinator

EXEMPT/NON EXEMPT: Non- Exempt

POSITION DESCRIPTION:

Under the direction of the Director of Programs and Services, the Foodbank Coordinator will be responsible for the daily delivery of services, clients outreach/enrollment; program reporting and corresponding data entry; supply monitoring; and donations and purchases.

DUTIES/RESPONSIBILITIES:

1. Responsible for daily service delivery of foodbank services including food distribution.
2. Will conduct community outreach to identify new foodbank clients and work to enroll those individuals in the foodbank. The foodbank will service a minimum of 80 individuals monthly.
3. Foodbank Coordinator with maintain County of Los Angeles Public Health Permit and Los Angeles Regional Foodbank requirements. This includes breaking down boxes, cleaning distribution areas and ordering food.
4. Identify community partners who have client's eligibility for foodbank services and work to open mobile foodbank sites.
5. Document all encounters in Wellignet and work with clients to obtain eligibility documents.
6. Outreach to the community to secure donations and increase foodbank distribution items.
7. Update monthly data in Casewatch and produce monthly report to funders.
8. Work with the Dietitian to make sure participants are having required sessions.
9. Act as community liaison and appropriately represent agency at assigned community events and meetings actively promoting goals of the program and agency.
10. Other duties as assigned.

EXPERIENCE AND SKILLS:

8/8/2023

1. Bachelor's degree (preferred) or comparable professional knowledge/professional experience in psychology, sociology, social work, health sciences or related field preferred.
2. Drivers License
3. Bilingual in English and Spanish with excellent verbal and written communication skills.
4. Experience and interpersonal skills working with the LGBTQ+ community and socially diverse community groups including impacted and affected HIV individuals and groups; and the underserved.
5. Completion of the California Food Handlers Course
6. Current knowledge of HIV/AIDS epidemic and prevention
7. Self motivated, problem solver and able to organize job assignments with strong leadership skills.
8. Ability and willingness to work in a team oriented work environment, with professionals and paraprofessionals from different disciplines, as well as volunteers and clients.
9. Able to meet agency job work hours and transportation and requirements.

HOURS: 40 Hours per week Status: Non-Exempt

SALARY: \$20 to \$21.5 hourly per hour commensurate with education and experience

BENEFITS: Medical, dental and life insurance, 403b retirement package with matching contribution, and 14 paid holidays.

LOCATION: BIENESTAR Hollywood, 5326 E. Beverly Blvd, Los Angeles, CA 90027

Send resume: Hrjobs@bienestar.org

Members of the LGBTQ+ community encouraged to apply.

8/8/2023