



## JOB DESCRIPTION

### **Program Coordinator**

Now Accepting Resumes

Kids' Food Basket empowers communities to attack childhood hunger so that young people can learn and live well. We began nearly 15 years ago by serving 125 kids each school day through our Sack Supper program, and have grown to serve nearly 7,500 kids each school/summer program day at 39 schools in Grand Rapids, Muskegon, and Holland. Sack Suppers are nutritious, ready-to-eat evening meals delivered right to a child's classroom or summer site, ensuring that local kids have the nutritious they need to be their best, in school and in life.

Kids' Food Basket is an equal opportunity employer. Our policy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, ethnicity, gender/gender identity, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying physical or mental disability, height, weight, marital status, veteran status or genetics. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

### **Job Responsibilities**

- Work closely with the Sack Supper Program Specialist to oversee daily food production and outputs to ensure that all Sack Suppers are prepared, packed, and delivered each day.
- Assist with planning weekly menus and plan for volunteer activities per the Sack Supper outputs required for each week.
- Lead shipping and receiving process of products, including unloading trucks with a forklift, pallet jack, or by hand as applicable.
- Oversee inventory process and procedures of all products related to the Sack Supper department. This includes updating the tracking system and working closely with the ordering system.
- Be the person in charge during evening volunteer sessions. This includes assistance with product setup, ensuring health department rules and regulations are followed, and safety of volunteers and staff is maintained.
- Assist with in-take of in-kind donations, including assistance unloading vehicles and weighing and sorting donations.
- Oversee Kids' Food Basket vehicle maintenance including scheduling routine maintenance and ensuring all vehicles are safe to use.
- Assistance with Volunteer Program needs including giving tours and facilitating volunteer groups as needed.
- Understand and monitor food safety protocols and become ServSafe certified.

- Other duties to support the Sack Supper and Volunteer teams as needed.

## **General**

- The regular schedule during the school year for this position will ideally be Monday through Thursday 10:00am-8:00pm or Monday through Friday 12:00-8:00pm (or until 5:00pm Fridays). Some weekend support (1-2 days per month) may also be necessary and could alter weekday schedule. Schedule may vary depending on time of year and program needs, but core hours will be as stated above.
- Must be able to or willing to learn to drive a forklift and cargo van as needed.
- Must have a valid driver's license.
- Additional hours due to special events.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Successful Candidates will possess:**

- Passion for and commitment to attacking childhood hunger and nourishing kids to be their best in school and in life.
- A high degree of initiative, independence and tenacity; able to identify and prioritize actions towards a goal
- Effective communication skills – verbal, written, presentation– with audiences diverse in age, race, etc.
- Ability to build relationships quickly and authentically
- Willingness to collectively and personally work to close persistent opportunity gaps based on race, class, culture and power
- A sense of optimism and an assets-based way of viewing people and situations
- An orientation towards problem-solving and value creation – experience identifying root causes and developing results-oriented solutions
- Servant Leadership – strong commitment to team with colleagues and partners by sharing responsibility for successes and growth opportunities
- Comfort with physical labor and lifting up to 50 pounds

### **Educations and/or Experience:**

- High school diploma or GED required.
- Experience working in the nonprofit sector as a volunteer or staff member.
- Must be able to effectively interact with diverse volunteers from a variety of ethnic and socioeconomic backgrounds.
- Be organized with the ability to work in a fast paced, ever changing work environment
- Possesses skills in project and time management
- Be well versed in computer programs (Microsoft Office required)
- Can work independently as well as collaboratively.
- Demonstrate the ability to solve problems, analyze systems and data, and make suggestions for improvement.
- Physical requirements include a typical office environment with periods of sitting at a computer screen and being able to lift up to 50 lbs.
- The job entails duties off-site including local travel, exposure to heat, cold, inclement weather conditions, and standing for periods of time.
- Have a basic understanding of hunger and poverty issues in West Michigan.

## **Physical Activities:**

- Stooping - Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Kneeling - Bending legs at knee to come to a rest on knee or knees.
- Crouching - Bending the body downward and forward by bending leg and spine.
- Crawling - Moving about on hands and knees or hands and feet.
- Reaching - Extending hand(s) and arm(s) in any direction.
- Standing - Particularly for sustained periods of time.
- Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing - Using upper extremities to press against something with a steady force in order to thrust forward, downward or outward.
- Pulling - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping - Applying pressure to an object with the fingers and palm.
- Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Light work - Exerting up to 20 pounds of force occasionally, and/ or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work .
- The worker is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)
- The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to both environmental conditions. Activities occur inside and outside.

**Compensation:** \$33,000-\$36,000, based on education and experience

**Reports to:** Sr. Program Manager

**Benefits:** Kids' Food Basket is proud to offer its eligible employees the following benefits. Please note that offerings, coverage levels and eligibility dates are subject to change at any time. Currently the benefit package includes:

- Medical – employee pays a portion per pay period for medical, dental and vision
- Dental
- Vision
- 401(k) Plan with match

- Flex Spending Account
- Generous Paid Time Off (PTO)
- Paid Holidays

**To be considered for the position, applicants must send cover letter and resume via email as soon as possible. Applications will be reviewed as they are received and the position will be filled when we find a qualified candidate.**

**(NO CALLS PLEASE)**

Send cover letter and resume to:

[hiring@kidsfoodbasket.org](mailto: hiring@kidsfoodbasket.org)

Attn: Austin Roelofs