



JOB DESCRIPTION

POSITION TITLE: Food Shelf Coordinator

HOURS: 30/Week

REPORTS TO: Operations Manager

EFFECTIVE DATE:

POSITION SUMMARY: The primary function of the Food Shelf Coordinator is to oversee the flow of food inventory from intake to distribution; this includes, but not limited to, retail rescue, food drives, donations and purchasing. In this hands-on role, you will be helping and directing a group of volunteers to ensure efficient delivery, handling and distribution of perishable and non-perishable food within the food shelf.

PRINCIPLE JOB RESPONSIBILITIES:

- Oversee on-site food inventory and donations – from intake of products to distribution within the food shelf and PROP’s Fresh Choice Market.
- Assist Operations Manager (OM) to manage food program, new policies and procedures and scheduling.
- Organize logistics of annual internal or external community food drives.
- Direct and problem solve for volunteers to ensure tasks are being completed correctly and following proper procedures and policies.

EXPERIENCE/QUALIFICATIONS:

- Experience in a supervisory role directing volunteers required.
- Experience working with food/ food logistics preferred.
- Be a self-starter and ambitious.
- Ability to see what needs to be done, multi-task, organize and work effectively independently.
- Demonstrate good judgment and decision-making.
- Team player who is flexible, motivated, and willing to help wherever needed.
- Strong interpersonal and verbal communication skills.
- Must be able to lift heavy items.
- Driver’s license and auto insurance required.

Physical Requirements:

Frequency Categories:

Not Required: Activity is not applicable to this occupation

Occasionally: Occupation requires this activity up to 33% of the time (0-2.5 hours/day)

Frequently: Occupation requires this activity from 33% - 66% of the time (2.5-5.5 hours/day)

Constantly: Occupation requires this activity more than 66% of the time (5.5+ hours/day)

Physical Activity	Frequency of Activity		
	Occasionally Up to 33%	Frequently 33%-66%	Constantly 66%+
Sitting	X		
Repetitive hand motion	X		
Hearing, listening			X
Talking			X
Standing			X
Walking		X	
Bending, Stooping		X	
Climbing Stairs	X		
Reaching Overhead	X		
Lifting-21-40 pounds		X	
Push/Pull-21-40 pounds		X	

Demonstrates PROP’s core values; compassion, integrity, respect

HOW TO APPLY: Please submit letter of introduction and resume to careers@propfood.org. No phone calls, please.

All qualified applicants are encouraged to apply. PROP is an equal opportunity employer. It is our policy to comply with all federal, state and local laws and regulations governing equal employment opportunity. PROP will not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, sexual orientation, disability, public assistance or any other basis protected by law.

PROP – People Reaching Out to People has been caring for our neighbors in need for almost 50 years. Today, we help more than 1,000 Eden Prairie and Chanhassen families in financial distress meet their basic needs, while providing additional services to help them on a path toward self-sufficiency. Through a food shelf, housing assistance, employment counseling, and other services, PROP strengthens the community. For more information about PROP, visit our website at www.propfood.org.

