



**JOB POSTING**

**FOOD DISTRIBUTION COORDINATOR**

**PART-TIME**

**Charleston, SC**

Be a part of a team that is mission driven to fight hunger in our community. Last year, Lowcountry Food Bank distributed millions of pounds of food to food-insecure children, seniors, and adults. To learn more about the food bank's mission, please visit [www.lowcountryfoodbank.org](http://www.lowcountryfoodbank.org).

The food distribution coordinator supports and executes Direct to Client distributions to include Fresh for All, Fresh Xpress, Fresh for Kids and Fresh for Seniors; manages the flow of fresh produce for these distributions and is responsible for distribution data collection and management. The coordinator will also lead volunteers who work with fresh initiatives and Direct to Client distributions.

As part of the Strategic Initiatives team, the food distribution coordinator prepares needed supplies for distributions and maintains inventory, leads the distribution and ensures a positive client experience; facilitates all aspects of weekly Fresh for Kids' mini farmers market distributions at partnering after school organizations; follows food safety standards and maintains strict customer, staff and partner confidentiality.

The successful candidate must possess a high school diploma or GED and have a minimum of one year's experience in grocery and/or warehouse operations. An associate degree is a plus. The candidate must have strong organizational, time management, communication and customer service skills; ability to manage multiple projects with attention to detail, be able to handle interruptions and maintain focus. Must be proficient in Microsoft Excel, Word and Outlook, have the ability to work independently and set priorities, ability to work with diverse groups of individuals, and complete pallet jack and ServSafe certifications.

Email resume and cover letter to [humanresources@lcfbank.org](mailto:humanresources@lcfbank.org).

**AN EQUAL OPPORTUNITY EMPLOYER M/F/D/V**

**Closing Date: September 18, 2020**