



Job Description

Job Title:	Nutrition Services Coordinator
Classifications:	Full-time, Non-Exempt
Department:	Agency Relations & Nutrition Services
Reports to:	Nutrition Services Manager
Location:	Boise, ID
Supervisory Role:	SFSP Staff and AmeriCorps VISTA members

JOB SUMMARY:

The Nutrition Services Coordinator will work in the Agency Relations and Nutrition Services Department to coordinate distribution of The Backpack Program, which provides free nutritious meals to chronically hungry, school-aged children on the weekend, as well as coordinating the School Pantry Program, a program which offers a food pantry inside the school ground where families can access food in a safe and familiar environment. In addition, the Nutrition Services Coordinator will also coordinate the Summer Feeding Program, "Picnic in the Park", which allows all children ages 1-18 to receive a free lunch at identified low-income service locations in the Boise-metro area.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Statewide:

- Complete annual analysis of schools within the IFB service area to determine highest need for the programs.
- Align statewide program processes and procedures to ensure consistent program operation and implementation.
- Identify low-income schools for potential Backpack and School Pantry sites while collaborating with the Agency Relations Department to ensure no duplication of community based services.
- Update annually, if necessary, all program paperwork and manuals to be utilized in program implementation and coordination.
- Review, update and collect surveys for program improvements and future planning.
- Provide guidance and support to other IFB branch locations for program implementation and coordination.
- Represent The Idaho Foodbank at meetings or other events as needed.

Southwest Idaho Region:

- Plan the distribution need for the Backpack and School Pantry programs each school year by identifying low-income schools that are considered high-priority for continued service or program expansion.
- Provide ongoing communication with schools regarding their Backpack and/or School Pantry program distribution needs, while also communicating with the Operations Department to ensure that deliveries are planned in a timely and accurate manner.
- Plan for Summer Feeding Program by attending the state training, helping to identify public locations in low-income areas where free lunches could be served, completing the state program application, and identifying low and no-cost ways to advertise and promote the free summer lunch program to the public.
- Coordinate the daily operations of the Summer Food Service Program, including employee training and oversight, troubleshooting, program record-keeping, meal planning, and customer service.
- Work at volunteer work groups and IFB food drive events, interacting with the public to educate them about the mission of IFB.
- Other duties as assigned

Food Safety:

- Commit to upholding policies, principles and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs, and

procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents, or accidents immediately.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Must have a Bachelor's Degree or equivalent experience (Social Services or Nutrition preferred)
- Experience with and commitment to serving low income individuals and families
- Knowledge of food assistance programs, hunger issues, and/or experience with social service agencies preferred
- Must be strong independent worker as well as be able to work as a partner or part of a team
- Ability to communicate effectively, both orally and in writing; Strong leadership skills
- Excellent organizational skills and project management experience
- Experience at data collection and analysis is required
- Ability to make presentations and develop reports that include data and technical information
- Proven competencies in standard office equipment and Microsoft Office products, including Word, Excel, Outlook, PowerPoint
- Must have skills in training and/or facilitation of meetings
- Excellent customer-service skills and friendly with others
- Demonstrated problem-solving and conflict resolution skills
- Frequent travel required within counties served by organization/programs
- Fluency in English and Spanish a plus
- Must be able to work with a diverse population
- Have a clean, professional appearance
- Must be able to provide an acceptable Motor Vehicle Record to meet insurance eligibility requirements
- Have a valid Driver's License and access to an automobile with current auto insurance
- Must be able to pass ServSafe Certification
- Physical job requirements include ability to lift up to 30 pounds and working outside in neighborhood parks and residential complexes during the summer months.
- Able to safely operate a large vehicle with limited visibility

WORKING CONDITIONS

This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. Employee will use computer and smart phones extensively. Work may involve periodic lifting and carrying of items that may weigh up to 30 pounds. May work outside normal business hours, such as evenings and weekends, and could require driving frequently due to work performed in the community. Mileage reimbursement will be provided when using a personal vehicle.

Employment Requirement

- Negative Drug Screen
- Successful Background Clearance

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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