



Job Title: **(Friendship Trays) Program Coordinator**

FLSA Status: Full time Exempt

Reports to: Program Director

Supervises: Friendship Trays program assistant

Revision Date: October 29, 2021

POSITION SUMMARY:

The Program Coordinator is responsible for all aspects of the daily meal delivery assembly so that nutritious home delivered meals may be delivered to those in need.

ESSENTIAL FUNCTIONS:

1. Enforce standard program operating policies and procedures.
2. Work with FT Program Director to evaluate community meal delivery needs and growth potential of LFFT.
3. Review meals, including specialty diets, to ensure proper to delivery of all meal orders to participating recipients.
4. Facilitate compliance with local and federal regulations. Comply with all meal storage, distribution and reporting requirements.
5. Ensure daily, weekly, monthly and seasonal cleaning checklists are completed by the program staff team. Facilitate ongoing cleaning and maintenance of facilities to ensure safety.
6. Ensure all program and refrigeration equipment is inspected and maintained by assigned staff and volunteers.
7. Ensure all program operations meet and/or exceed all food safety, food handling and sanitation guidelines and regulations.
8. Respond to special needs presented by meal recipients, donors, and partner agencies (e.g., special diets, emergency orders, conflicts, etc.).
9. Attend staff meetings/trainings and other meetings as required.
10. Represent the association as required by the CEO.
11. Participate in and support LFFT Fund Raising Efforts.

SUPERVISORY RESPONSIBILITIES:

Carry supervisory responsibilities in accordance with L&F's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; scheduling, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

1. Minimum education requirements: high school diploma or Associate's degree in a foods and/or nutrition or equivalent a plus. ServSafe certification, NDTR credential, and CDM, CFPP credentials a plus, too.
2. Two or more years of supervisory experience with a background in distribution/warehouse management preferred.
3. Valid Carolina driver's license with an excellent driving record.
4. Ability to lift up to 250 pounds repetitiously.
5. Excellent verbal and written communication skills.
6. Good computer skills and knowledge of data base programs.

7. Ability to work with sensitivity and without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.
8. High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative and an ability to manage multiple tasks and projects at a time.
9. A passion for Loaves & Fishes' mission is essential.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties will be reviewed annually and may be modified when deemed appropriate by management.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____