



INTER-FAITH FOOD SHUTTLE

JOB POSTING

Senior Food Sourcing Coordinator

ABOUT US

Inter-Faith Food Shuttle envisions a hunger-free community. Our mission is to feed our neighbors, teach self-sufficiency, and grow healthy foods by cultivating innovative approaches to end hunger. As a Feeding America partner food bank, the Food Shuttle distributes over 13 million pounds of food per year, half of which is fresh produce. From Grocery Bags for Seniors, BackPack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 16-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.

The Senior Food Sourcing Coordinator supports the Director of Food Sourcing & Operational Support by developing and maintaining strong relationships across the food industry, including retail vendors, corporations, and community organizations—to secure food and non-food items through donations, food drives, purchasing, and strategic partnerships. This role works closely with agency partners, with particular focus on those participating in the retail pickup program, to strengthen and expand retail recovery capacity. Additionally, the Coordinator provides essential administrative support to the Director of Food Sourcing & Operational Support and Agency Relations, helping ensure efficient, effective, and sustainable food distribution throughout the Food Shuttle agency partnership network.

DUTIES AND RESPONSIBILITIES

- Recruit partner agencies for the Food Rescue Program and prepare, submit, and maintain all required program documentation, both paper and electronic.
- Train and support Food Shuttle partner agencies in retail recovery best practices, ensuring proper handling and safe distribution of donated food. Ensure all agencies meet food safety and reporting standards.
- Assist the Agency Relations Coordinator with aspects of agency operations within the Food Bank service area, including program communications, agency reporting, and meetings.
- Contribute to achieving annual Food Rescue pound distribution goals.
- Oversee the Agency Food Rescue Program with a focus on agency participation, compliance, performance and tracking.
- Assist the Director of Food Sourcing & Operational Support with recruitment and donor recognition efforts for retailers participating in the Food Rescue Program.
- Regularly gather and document feedback from neighbors and retail partners to enhance customer service, improve operational impact, and support community engagement; track and share testimonies to assist Development efforts.
- Collaborate with the Director of Food Sourcing & Operational Support to deliver timely and effective solutions to operational issues within the Food Rescue Program.
- Monitor and analyze monthly agency reports, auditing submissions against distribution records for accuracy and completeness.

- Collaborate with the Director of Food Sourcing & Operational Support to develop strategies that enhance customer service and overall partner satisfaction.
- Maintain up-to-date agency partner retail files, including current agreements and Food Safety Certifications.

QUALIFICATIONS

- High School diploma or equivalent required, bachelor's degree preferred but not required.
- Two or more years of relevant field experience working with sales and networking.
- Non-profit or human services experience.
- ServSafe Food Handlers Certification required or must be obtained within 90 days of permanent employment.

CORE COMPETENCIES

- **Customer Orientation:** The ability to demonstrate concern for satisfying one's external and/or internal customers.
- **Building Collaborative Relationships:** The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
- **Flexibility:** Openness to different and new ways of doing things; willingness to modify one's preferred way of doing things. Ability to modify daily work schedule when needed.
- **Initiative:** Identifying what needs to be done and doing it before being asked or before the situation requires it.

WORKING CONDITIONS

- Work is value, goal and deadline oriented with frequent interaction with communities.
- Computer work is performed in a climate-controlled office setting, with extended hours as needed.
- Able to work in high emotional situations.
- Noise level is typically moderate.
- Some in and outdoor settings, in all weather conditions and temperatures may be required.
- Driving/Travel – Required to drive and travel to store or agency partner visits throughout the week.

PHYSICAL REQUIREMENTS

- Frequently required to stand, walk, or sit for long periods of time.
- Extensive computer operation with repetitive finger movement.
- May occasionally lift and/or move up to 40 pounds within job responsibilities; walk-in cooler/freezer use.

DIRECT REPORTS

None

EEO, ADA, and E-Verify

Equal Employment Opportunity (EEO): Inter-Faith Food Shuttle provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

ADA Compliant: Inter-Faith Food Shuttle is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact recruiter@foodshuttle.org.

Inter-Faith Food Shuttle validates the right to work using E-Verify. Inter-Faith Food Shuttle will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

COMPENSATION & BENEFITS

Pay Rate: \$48K-\$52K based on qualifications and experience. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution. Paid Time Off (PTO) and twelve (12) paid holidays.

TO APPLY

Please send **resume and cover letter** to recruiter@foodshuttle.org.

Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.