

**LOS ANGELES REGIONAL FOOD BANK
JOB AD**

POSITION: Child & Nutrition Programs Coordinator
SUPERVISOR: Child & Nutrition Programs Manager
STATUS: Hourly/Non-Exempt



COMPANY

The Mission of the Food Bank is to mobilize resources to fight hunger in our community. The Food Bank serves more than 300,000 clients on a monthly basis and, in 2019, distributed 81.2 million pounds of food. Los Angeles Regional Food Bank employees are hired because of their skills, and because of their commitment to our mission. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles County. Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all employees.

ESSENTIAL FUNCTIONS

This role is responsible for providing support to all Child & Nutrition programs and staff within the Child & Nutrition Department. The C&N Coordinator will conduct monitoring visits to ensure sites follow program food safety requirements. This includes, having required paperwork on hand, staging food distributions in a safe manner, participant enrollment, orientation and distribution to new and existing sites. The Coordinator also promotes health through developing and implementing nutritional concepts to program participants. Current programs include: Child and Adult Food Care Program (CACFP), Summer Food Service Program (SFSP), Backpack Program, Mobile School Pantry, and Children's Breakfast Program.

If you have a strong connection to your community, are passionate about fighting hunger and enjoy getting to know the different neighborhoods of LA County, we'd like to meet you!

WHAT YOU'LL DO

Community Engagement: Communicates with schools participating in the Backpack program and coordinates food distributions with Site Coordinators. Engages Backpack schools to complete and submit monthly reports. Maintains existing relationships with Backpack, CACFP, & SFSP coordinators. Establishes a process for communicating timely and relevant program information to clients. Trains sites participating in the At Risk Afterschool Meal Program, Summer Food Service Program, and other programs as needed. Creates surveys for program feedback.

Program Coordination: Facilitates weekly on site deliveries with Backpack coordinators. Coordinates with warehouse for effective food distributions. Travels across all of Los Angeles County. Creates and translates

nutrition education handouts. Researches, acquires, and develops nutrition education materials for various programs and community education. Monitors compliance with CACFP and SFSP and other programs for state and program requirements through periodic site visits.

QUALIFICATIONS

- Prefer 2 years' college-level coursework completed. Experience in 1-2 years' experience with community programs or with Social Service Agency.
- Valid California Driver License and registered and insured vehicle.
- Ability to work with diverse ethnicities and cultures.
- Excellent interpersonal and communication skills necessary to interact with all levels of staff.
- Intermediate computer skills preferred (Microsoft Office), ability to prepare business correspondence and Excel spreadsheets, Publisher and PowerPoint, Google Drive.
- Able to analyze information gathered in order to identify potential problems or discrepancies.
- Able to perform duties on a tight schedule and work in a fast paced environment.
- Must be detailed-oriented and pay close attention to accuracy.
- Able to lift, push, pull, and carry bags or boxes weighing up to 35 lbs.
- Must be able to reach, bend, and squat in order to move pallets, tables, chairs, and pop-up shade tents.
- Detail-oriented, self-starter who is able to work with minimum supervision.
- Able to work well as a team player and independently.
- Fluent in English and Spanish language skills are preferred.

BENEFITS

We offer a comprehensive benefits package:

- Medical, dental, vision and flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability.
- 403(b) retirement savings plan.
- Employee Assistance Program.
- Vacation: Two weeks for the first three years.
- Sick Time: Nine days per year.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer."