

# womenspace

## END THE SILENCE

**Job Title:** Food Distribution Coordinator

**Supervisor:** Youth Services Manager

**Location:** Womenspace Main Office & Safehouse

**Shift:** 10 hours per week

Employment Status: nonexempt, \$12-\$13 an hour

**Position Summary:** Food distribution from Food for Lane County, Panera, Track Town, and any additional food pickups to Womenspace locations.

### **Essential Duties and Responsibilities:**

- Pick up orders and select fridge, bread, and pastries from Food for Lane County.
- Pick up donation of pizza from Track Town and Panera bread and sweets.
- Pick up any other food donations as assigned.
- Load and unload product.
- Organize, put away, and clean pantries.
- Leave the vehicle in a clean state
- Make sure pantries are up to date for Food for Lane County guidelines.
- Coordinate re-donating stuff that is close to date and disposal of expired food.
- Other duties as assigned.

### **Knowledge, Skills and Abilities:**

- Must be able to lift up to 50 pounds.
- Knowledge of food safety and storage and Food for Lane County guidelines (training provided when hired).
- Ability to work independently, multi-task and prioritize work appropriately
- Ability to effectively communicate and collaborate with our community partners.
- Ability to give and receive positive and constructive feedback
- Ability to manage self-care; Balance of work and personal life effectively

### **Qualifications:**

- Commitment to the Womenspace Mission.
- Pass background check.
- Oregon Food Handlers Card (can be completed upon hire)
- Must have a valid driver's license with a two year clean driving record.
- Must have car insurance.
- Pass background check and Department of Motor Vehicle Driving Record Review.
- Completion of Womenspace required trainings will be provided.

### **Application Procedure:**

- Visit our website [womenspaceinc.org](http://womenspaceinc.org) to complete the application (under employment opportunities).
- Submit a cover letter, resume and application.
- Only submissions with all parts completed will be considered.
- See website for closing date.

**The mission of Womenspace is to prevent domestic violence in intimate partner relationships in Lane County and support survivors in claiming personal power.**