Catholic Charities
YOLO • SOLANO
125 Corporate Place, Suite A, Vallejo, CA 94590
(707) 644-8909, www.ccyoso.org
275 First Street, Woodland, CA 95695
(530) 241-4081

Job Title:	Food Access Coordinator	**Job Category:**	Human Services
Department/ Group:	Family Assistance	**Travel Required:**	Yes
Location:	Vallejo, Solano County	**Reports To:**	Programs Director
Position Type:	Full-Time, Non-Exempt, 35 hrs/week	**Salary**	$17/hour

Catholic Charities of Yolo-Solano (hereinafter "CCYS") provides supportive services to low-income individuals and families in the counties of Yolo and Solano. We are seeking an organized, self-motivated individual to serve as our Food Access Coordinator, which includes coordination of the food pantry and CalFresh outreach.

NOTE: Not all unique aspects of the job are covered by this job description

Job Description

Catholic Charities Yolo-Solano (CCYS) is seeking a full time Food Access Coordinator for its Vallejo office. This position supports CCYS's mission by providing food to fulfill our clients' basic needs, and finding other solutions that can guide them toward food security.

The Food Access Coordinator works closely with the Family Assistance team and reports to the Programs Director.

Core Duties

- Food Pantry Coordination
  - Oversee day to day operation of CCYS Food Pantry
  - Coordinate pick-up, drop-off, and/or delivery of donated food from various sources
  - Monitor food pantry inventory: keep shelves stocked, order food as needed
  - Schedule appointments and prepare food bags for client pick-up
  - Maintain proper food safety and sanitation conditions
  - Complete daily cleaning of food pantry and weekly cleaning of refrigerator and freezer units
  - Monitor spending allocation from various funding sources
- Volunteer Recruitment & Management
  - Recruit, train, schedule and provide supervision of food pantry volunteers.
  - Schedule and coordinate volunteer staff for food pick-up/delivery days.
- Client Management & Reporting
  - Complete intake of all food pantry beneficiaries

    - Data entry of client information, keep client files up to date and filed accurately
    - Complete reports as required by funding sources
    - Attend partner meetings and webinars as required by funding sources
- CalFresh
    - Pre-screen all clients for CalFresh eligibility as part of intake interview
    - Process CalFresh applications
    - Participate in outreach events to promote CalFresh and other food programs
- *Other duties as assigned*

Core Competencies

- Demonstrate a fundamental respect for the dignity of others.
- Understands and values quality improvement, able to effectively address overlapping projects and deadlines. Adaptable and reliable in the face of conflict, crisis, or changing priorities
- A demonstrated commitment to diversity and inclusion, valuing a diversity of perspectives and encouraging contributions by all team members
- High analytical abilities to process large amounts of data from multiple sources
- Ability to prioritize across multiple types of work and coordinate the work of others
- Be a proven team builder
- Ability to network and interact internally and externally
- Experience serving client from many different cultures

Education/Experience

Bachelor's degree and 4 years of relevant experience; or a combination of education and relevant experience

Qualities/Skills

- Excellent written and oral communication and presentation skills
- The ability to perform heavy physical labor with the exposure to climate and temperatures changes
- Proficient in technology, computer operation, word processing and spreadsheets, specifically using Microsoft Office Suite, and/or Google G-Suite
- Able to safely lift up to 50 lbs
- Bilingual (Spanish or Tagalog) preferred
- Demonstrate high ethical standards and a personal commitment to the work of the Catholic Church.

Applicants must submit a resume, cover letter, Diocese of Sacramento Pre-Employment Applications (found here: Pre-Application Statement and Questionnaire and Employment Application which should include three professional references) to jobs@ccyoso.org.
No Phone calls please
Position is open until filled