

**CLAYMONT COMMUNITY CENTER  
POSITION DESCRIPTION**

**POSITION TITLE:** Food Closet Coordinator                      **ORIGINAL DATE:** 2/4/13  
Part-time (18-20 hrs. per week)                      **REVISED DATE:** 7/24/18  
**DEPARTMENT:** Food Closet  
**REPORTS TO:** Food Closet Manager  
**FLSA STATUS:** Non-Exempt

**SUMMARY:**

The Food Closet Coordinator supports the Food Closet Manager in the operation of the Food Closet (FC) and delivery of client services. The Coordinator facilitates services in the absence of the Manager. This is a part-time position with occasional evening and Saturday hours required.

**RESPONSIBILITIES:**

- Manages donated and purchased food products and/or miscellaneous items.
- Pack bags and distributes food, including collecting the required documentation for service.
- Assists with ordering food items and arranging delivery as requested by Manager.
- Assists with scheduling client appointments.
- Assists with maintenance of client data base and service records.
- Maintains cleanliness in the food closet; uses proper food handling and storage techniques
- Assist with planning and coordinating food drives.
- Assists with training and coordinating volunteers.
- Participates in activities that promote CCC and FC services.
- Participates in required CCC meetings and trainings; participates in education and training opportunities appropriate to the enhancement of performance of duties.
- Assist with monthly reporting to the Food Bank of DE.
- Required to meet the standards set-forth in the Code of Ethics and act in accordance with CCC and program related guidelines, procedures, and policies.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**EDUCATION REQUIREMENTS:** The minimum level of formal education that is required to perform this job satisfactorily.

- High School Diploma or GED

**TRAINING, SKILLS, KNOWLEDGE, AND/OR EXPERIENCE:**

- Experience working with the public.
- Experience in food service or distribution.
- Training in safe food handling and storage.
- Experience with computers, including Word and Excel, is preferred.
- Good interpersonal skills and ability to work as part of a team are essential.
- Valid driver's license. Position may require picking up food at various locations.

**PHYSICAL REQUIREMENTS:**

- Must have the ability to bend, squat and reach; lift boxes and bags; sort food items of various sizes and weights; push carts of food; climb a step ladder; and pack food into bags.
- Must be able to comfortably lift and carry 40 pounds.