

## **Kitchens for Good**

### **Job Description**

**POSITION TITLE: Volunteer and Food Rescue Coordinator**

**REPORTS TO: Food Systems Manager**

**FLSA STATUS: Non-Exempt- Full-time 40 hours a week + Benefits**

**Compensation: \$16.00-\$18.00 per hour**

**Who we are:** Kitchens for Good (KFG) believes that kitchens are economic engines for good in their communities. Kitchens for Good is a 501(c)(3), social enterprise that breaks the cycles of food waste, hunger, and poverty through innovative solutions in workforce training, healthy food production, and profitable food enterprises. These enterprises include a robust catering and events operations, contract meal services, and activities conducted in enterprise kitchens. Kitchens for Good has been recognized for its innovative approaches and was recently voted Caterer of the Year by San Diego Magazine's readers.

**Position Summary:** The Volunteer and Food Rescue Coordinator organizes all aspects of Kitchens for Good's volunteer engagement and food rescue. This role supports Kitchens for Good's programs, including the recruitment of daily volunteers for gleaning and processing rescued food. This is an integral role to KFG's initiative to reduce food waste both in-house and across San Diego County. The Volunteer and Food Rescue Coordinator will build systems to engage, track, and sustain an increased volunteer base. The Coordinator reports to the Food Systems Manager and works within the Food Systems Department to engage the community in increased food rescue and local hunger relief.

#### **Essential Functions:**

##### **Volunteer Coordination**

- Organizes, coordinates, and manages the recruitment of volunteers for the organization.
- Conducts accurate tracking of individual volunteers, volunteer groups, and court-ordered volunteers.
- Works with social, civic and local organizations to develop partnerships, where appropriate, to develop and/or utilize volunteers.
- Responsible for the organization and execution of the annual volunteer appreciation event
- Proactively assesses staffing needs and schedule volunteers based on their skill set to the appropriate department and/or program.
- Coordinate new internship opportunities and ensure interns achieve learning outcomes while supporting programs.
- Conduct regular Volunteer Program assessment; present feedback to staff and integrate for program improvement.
- Log program metrics regularly into Salesforce database and compile reports to track volunteer program outcomes.
- Develops and implements training programs for all volunteers.

### **Food Rescue**

- Responsible for the accurate tracking and reporting of rescued food and compost for internal and grant reporting requirements.
- Collaborate with Culinary team to ensure accurate inventory of food rescued and assist in the planning and development of appealing and nutritious menus by utilizing rescued food.
- Provide feedback around the quality and quantity of food rescue donations with donors to maximize program results.
- Responsible for the development and implementation of a Food Donor Appreciation program, designed to recognize and strengthen existing partnership.
- Promotes, monitors, and develops the composting, food waste, and recycling program.

### **Competencies:**

- Strong Presentational Skills
- Collaboration Skills
- Customer/Client Focus
- Initiative/Self-Motivated
- Results Driven
- Organizational Skills

### **Qualifications**

- Bachelor's degree (B.A) from an accredited college or university; or Associates Degree plus two years related experience; or the equivalent combination of education and experience.
- Two or more years of work experience in nonprofits, volunteerism, and or food industry preferred.
- Maintains current food handler's card.
- Previous experience working with Sales Force (highly desirable).

### **Additional Qualifications:**

- Maintain current Divers License
- Satisfactory driving record
- Proof of personal vehicle insurance coverage and insurability under the agency's insurance carrier standards

### **Work Environment**

This job operates in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer and chef's knives. The employee is frequently exposed to heat steam, fire and noise.

In addition to the kitchen, this job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push, and pull items weighing 50 pounds or less. The position requires manual dexterity; auditory and visual skills, and the ability to follow written and oral instructions and procedures.

**Travel**

Position requires occasional travel around San Diego, must be able to work indoors and outdoors, as well as some night and weekend hours.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

**Acknowledgment**

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. Kitchens for Good will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

I understand that the job description, its requirements and that I am expected to complete all duties as assigned. I understand the job duties may be altered from time to time.