



POSITION: Washington Service Corps – Covid Response

Grocery Rescue Coordinator

REPORTS TO: Food Services Coordinator

Position Description: The Food Security Response Corps Associate at Immanuel Community Services (ICS) will be responsible for collecting donated food from area partners, helping sort & organize food and assisting in the efficient operation of the ICS Food Bank. They will also supervise volunteers and assist the Food Services Coordinator in other Food Bank and meal program services as needed.

ABOUT IMMANUEL COMMUNITY SERVICES: Immanuel Community Services (ICS) strives to alleviate the effects of poverty, hunger, homelessness, and addiction by providing community-based social services to those in need through four programs in the Cascade Neighborhood of South Lake Union in Seattle. Through our Hygiene Center, Food Bank, Recovery Program Shelter, and Community Lunch, we endeavor to build relationships and be a place where people can become connected and involved. We work together to maintain dignity, rekindle hope, and create a community of belonging.

AMERICORPS POSITION

This position requires you to serve a minimum of service hours – and – requires successful completion up to your term of service end date.

Washington Service Corps (WSC) members will:

- Complete national service program requirements including: reporting, trainings, and community service projects based around National Days of Service. (Refer to Member Service Agreement or Washingtonservicecorps.org for details.)
- Enhance or create community volunteer recruitment systems, develop or expand existing volunteer recognition program.

Member Key Essential Functions of the Position:

- Routinely refer to Member Service Agreement requirements
- Routinely refer to Performance Plan and Data Collection Strategy
- Be familiar with site logic model and theory of change documents
- Correspond regularly with site staff and WSC Coordinator
- Ability to serve at project site location and time specified in this position description
- Volunteer recruitment and support of community volunteers

MAJOR RESPONSIBILITIES AT ICS

GROCERY RESCUE

- Oversee the pickup of food items from local grocery stores and various suppliers for distribution by ICS, using the ICS van or other approved transportation.
- Ensure that the Food Pantry and other ICS property are maintained according to public health standards in regards to Food Bank operations and ICS Food Service.
- Receive, sort, and evaluate food and other donations. Store them in a safe, orderly, hygienic manner in the appropriate section of the Pantry
- Ensure that van is kept clean, locked after use and in good working order after Grocery Rescue (gas, etc.).

FOOD BANK OPERATIONS

- Assist Food Services Coordinator in the efficient operation of ICS Food Bank during set-up, clean-up and food distribution.
- Assist Food Services Coordinator in preparing and delivering food through the Home Delivery Program.
- Assist Food Services Coordinator with receiving, sorting and storing of incoming food deliveries and donations.
- Work with Food Services Coordinator to maintain accurate Food Bank records including food donations and volunteer information and hours.

VOLUNTEERS

- Supervise volunteers in their various functions in Grocery Rescue operations.

OTHER

- Maintain healthy and efficient relationships with staff, volunteers, and community partners.
- Follow policies and procedures of Immanuel Community Services
- Keep in communication via phone, email, and meetings with the Food Services Coordinator on a regular basis to evaluate and maintain operations
- Ensure that required reports are completed and turned into Food Services Coordinator on a regular basis.
- Other duties as assigned.



Qualifications

- Minimum age requirement 21 years
- Strong skills in space efficiency, organization, time management and cleanliness.
- Must be comfortable working with diverse populations, including homeless, low-income and diverse members of our community.
- Must demonstrate excellent interpersonal skills. Able to deescalate conflicts as needed.
- Enjoy working as a team but able to work independently.
- Good verbal and written communication skills.
- A valid Washington State Driver's License.
- Must obtain a King County Food Handler's permit within 30 days of employment.
- Ability to lift 50lbs repetitively.
- *Bilingual (Ukrainian/Russian, Mandarin, Spanish), a plus.*

COMPENSATION & COMMITMENTS:

Compensation: Monthly stipend of \$2,549 provided by AmeriCorps

Hours: 40 hrs/week, Friday–Tuesday (days off Wednesday & Thursday), 1,700 hours required by the end of the term of service

Term of Service: November 2020 – August 2021

Benefits: As provided by AmeriCorps: health insurance, eligibility for an Education Award of \$6,195 upon completion of service term – usable for trade school, college, or to pay off student loans.

To apply, please send resume and cover letter to:

Shawna McMahon, Executive Director
Immanuel Community Services
1215 Thomas Street
Seattle, WA 98109
(206) 622-1930 x 102
[hiring@icsseattle.org](mailto: hiring@icsseattle.org)

Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status or any other class protected by law.