



**POSITION: Food Services Coordinator**

**REPORTS TO:** Executive Director

**Position Description** – The Food Services Coordinator is responsible for assisting in the efficient operation of the Immanuel Community Services Food Bank, organization of the Pantry, providing food for all ICS programs and coordinating the ICS Grocery Rescue and Meal Programs.

**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 strive to build relationships and be a place where people can become connected and involved. We work together, side-by-side, to maintain dignity, rekindle hope and create a community of belonging.

**MAJOR RESPONSIBILITIES**

**Food Pantry Coordination:**

- 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 (dry, cooled, frozen).
  - ~ Includes bagging food as needed and cleaning storage areas, walk-in cooler/freezer.
- Guarantee that all food receiving, storing and distribution are operated according to guidelines of partner agencies/organizations and donors.

**Grocery Rescue/Home Delivery:**

- Oversee Grocery Rescue Program and with Grocery Rescue Lead, coordinate food donation pick-ups; supervise Grocery Rescue Lead and other volunteers.
- Coordinate the Home Delivery Program including processing requests, schedule deliveries, plan routes and coordinate delivery drivers.

**Food Services:**

- Coordinate food distribution through regular Food Bank operations each week.
- Coordinate food inventory and distribution to other ICS programs:
- Coordinate food distribution/deliver to partner neighborhood organizations.
- Coordinate food inventory and place food orders for food bank and meal programs.
- Ensure that all aspects of Food Services adhere to current Covid protocols and guidance.

**Volunteers:**

- Recruit, train and supervise volunteers in their various functions in Food Services operations.
- Work with other ICS staff to maintain accurate records including volunteer information, training records and hours.

**Van Maintenance:**

- Maintain accurate records of van mileage and submit reports monthly to Executive Director.
- Ensure that van is available and in good working order: gas, regular maintenance, repair, etc.
- Ensure that van is kept clean and locked after use.

**Other:**

- Gather and submit all necessary data and receipts and work with ICS staff to make sure all reports are prepared and submitted.
- Recruit, train & supervise AmeriCorps Service members in various Food Services roles.
- Attend Seattle Food Committee, Meal Program Committee and other appropriate meetings as schedule allows.
- Maintain healthy and efficient relationships with staff, volunteers and community partners.
- Follow policies & procedures of Immanuel Community Services.
- Other duties as assigned.

**QUALIFICATIONS:**

- Must demonstrate excellent interpersonal skills and comfortable working with the diverse members of our community. Able to deescalate conflicts as needed.
- Strong skills in organization, time management and space efficiency.
- Enjoy working as a team but able to work independently.
- Good verbal and written communication skills.
- A valid Washington State Driver's License.
- Ability to lift 50lbs repetitively.
- Must obtain a King County Food Handler's permit within 30 days of employment.
- Must be fully up-to-date with Covid vaccines as defined by the Washington Department of Health, unless a reasonable accommodation is approved.
- *Bilingual (Ukrainian/Russian and/or Spanish), a plus.*

**COMPENSATION & COMMITMENTS**

**Compensation:** ICS will provide compensation of \$19.00 - 23.00 per hour, DOE.

**Hours:** Full-time; 40 hrs/week. Additional hours may be required during special events.

**Paid Time Off (PTO):** ICS values the health of its employees and strongly endorses the importance of a balanced work/life. ICS provides eleven paid holidays and four weeks PTO per year.

**Health Care:** ICS will provide an additional 15% benefit to be contributed to health care; retirement plan.

**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  
[jobs@icsseattle.org](mailto:jobs@icsseattle.org)

***Immanuel Community Services is an Equal Opportunity Employer:*** 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.