



**Position Title:** Food Operations Coordinator

**Department:** Programs

**FLSA Status:** Salaried, Non-exempt

**Location:** Hastings, Nebraska

**Reports to:** Regional Director of Social Services-Hastings

**Date Created:** Revised July 2022

**Position Summary:** The Food Operations Coordinator plans and executes all food operations for the entirety of Catholic Social Services-Hastings which includes the St. Anthony Food Pantry, the Food Recovery Program, and the Open Table Sack Lunch program.

**Essential Functions:**

- Organize logistics for the Open Table daily sack lunches offered to the homeless and working poor by coordinating volunteers.
- Be available to maintain a seat on the Board of Directors for Open Table.
- Supervise and assist in the weekly pick-up of surplus foods from Hastings and Grand Island grocery stores.
- Coordinate the weekly distribution of surplus food to out-of-town food pantries.
- Maintain the cleanliness, order, and inventory of the food pantry.
- Record data of all food operations.
- Coordinate with other program staff any special projects, including holiday events such as Food Drives, Thanksgiving and Christmas giveaways.
- Ability to work with special needs volunteers and at-risk youth volunteers.
- Represent, communicate, and integrate authentic Catholic teaching in the provision of volunteers, clients, and community engagements.
- All other duties as assigned.

**Preferred Competencies:**

- Self-motivated
- Communication; written and verbal
- Cooperation
- Teamwork
- Problem Solving
- Ethical
- Organizational Support
- Safety and Security

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**Qualifications:**

Bachelor's Degree; or one to three years related experience and/or training; or equivalent combination of education and experience. Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 75 pounds.

**Working Environment:**

While performing the duties of this job, the employee is working in both indoor and outdoor working conditions. The noise level in the work environment is usually moderate.

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