



MEND STAFF JOB DESCRIPTION

JOB TITLE: FOODBANK ASSISTANT DIRECTOR

GENERAL DESCRIPTION: Foodbank Assistant Director is responsible for working with the Food Bank Director to procure donated food, and also is responsible for recruiting and scheduling food warehouse volunteers and food pick-up drivers, distributing excess food to other charities, and maintaining the MEND food warehouse.

SPECIFIC RESPONSIBILITIES:

1. Work together with the Emergency Foodbank Director and Food Scouting Committee to determine needs for specific food donations, and determine the best sources from which to solicit those donations. Attend regular meetings of the Food Committee, and follow up with members as needed on their solicitation assignments. In addition, personally make contact with representatives from supermarkets, wholesalers, and other organizations to request contributions. Acknowledge donors consistently and appropriately. The Assistant Director will be responsible for obtaining a minimum of 25% of the annual food donations received by MEND.
2. Recruit, schedule, and oversee volunteer drivers and helpers to pick up donations at the times and locations specified by the donors. Recruit, schedule and train volunteers in the MEND food warehouse.
3. Oversee weighing of and recordkeeping for incoming and outgoing inventory. Arrange to rotate stock as needed. Coordinate with Food Packing Manager on making appropriate items available to fill emergency food boxes. Make regular orders to the Los Angeles Regional Food Bank and arrange for pick up.
4. Coordinate with other agencies regarding the distribution of MEND's excess food items. Work with volunteers to have necessary food supplies ready for distribution to MEND Food Bank satellites and outreach agencies. Coordinate with MEND department staff as needed to provide refreshment items for their volunteers and clients.
5. Work with Food Department staff to ensure that regulations set by health and fire departments as well as monitoring agencies are routinely followed in the MEND food warehouse.
6. Oversee MEND truck cleaning, maintenance and repairs, obtaining donated labor and parts when possible.
7. Coordinate with Foodbank Director to ensure that donor acknowledgement letters are accurate, well-written, and sent promptly.
8. Learn all aspects of MEND Foodbank management in order to fill in for Foodbank Director as needed.

SKILLS/ EXPERIENCE/ REQUIREMENTS/RESOURCES NEEDED:

1. Strong sales ability to solicit donations.
2. Strong organizational skills. Ability to work fast under pressure.
3. Strong people skills, especially in working with volunteers.
4. Valid California driver's license and required insurance. Personal vehicle to use for donation solicitation (mileage re-imbursment provided).
5. Good writing skills and basic computer skills.
6. Ability to lift minimum of 45 lbs.

MEET EACH NEED WITH DIGNITY



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KEY RESULT AREAS:

40% 1. Spend two days per week contacting and following up with potential food donors via personal visit, telephone, and e-mail. Use tracking forms provided to record contacts as well as donations received. Solicit and receive food items totaling 25% of the annual MEND Foodbank donations budget (For example, in Fiscal Year 2007-08, the total budget for food donations is \$4.2million so Assistant Director would be responsible for \$1,050,000 in donations. Calculations are based on \$1.75 per lb of food received)

25% 2. Recruit, schedule, and manage volunteers. Recruitment tracking forms and schedules will be provided.

25% 3. Inventory management, distribution to other agencies and MEND programs.

10% 4. Governmental agency requirements compliance, truck maintenance, and donor acknowledgements

TIME COMMITMENT: Full-time, 35 hours per week, Monday, Tuesdays, Thursdays, Fridays, and Saturdays.

SALARY AND BENEFITS: Annual salary based on experience, plus bonus plan based on meeting food solicitation goals. Medical insurance upon completion of probationary period. Three weeks annual vacation plus one week year-end shut down; all major holidays.

SUPERVISOR: MEND Emergency Foodbank Director

If interested, please submit resume and cover letter by Friday May 2, 2008 to:

Gina Mirabella, Foodbank Director

MEND

10641 N. San Fernando Rd. Pacoima, Ca. 91331

Fax (818) 897-0109

gina@mendpoverty.org

No phone calls please.