JOB DESCRIPTION

TITLE: **Food Pantry Coordinator**

COLLEGE/SCHOOL/DEPT: Student Affairs

REPORTS TO: Interim VP Student Affairs

FLSA: Non-Exempt

SALARY: $36,000 - $52,000

POSITION SUMMARY:

The Food Pantry Coordinator arranges food procurement and distribution for the campus community in relationship to the university's partnership with Northwest Harvest. The Coordinator seeks opportunities to expand the reach of the program, promotes health, well-being and dignity, and strives for a just food distribution system. The Coordinator works in conjunction with the Student Affairs staff under minimal supervision.

DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practices of the department and Heritage University.

2. Upholds the Heritage University Mission Statement.

3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.

4. Develop an assessment plan to understand the food needs of the campus community, including the families of the students served by the university. Create an evaluation plan to continually improve this understanding and adjust as necessary.

5. Coordinate with Northwest Harvest to achieve deliveries of food and other products that are needed by the HU campus community on a regular basis.

6. Manage the larder of inventory to minimize both shortages and spoilage.

7. Communicate to the campus community about the availability of food and provide outreach services to ensure that there is both just and broad access to food resources that promotes the dignity of those served.

8. Staff at least one distribution point on campus according to hours that maximize access for students and their families and arrange with other staff to oversee satellite distribution throughout areas that have frequent student traffic.

9. Build and deliver a health and wellness educational program that is provided alongside food distribution. This may include nutrition education, wellness activities, a directory of social services resources, and other activities that promote well-being.

10. Assess the opportunities to provide food distribution to the larger community surrounding the university. Develop and implement a plan to increase just access to food.

11. Participates in staff meetings with the Office of Student Affairs and other university-wide meetings to promote communication and outreach.

12. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Bachelor is degree in Public Health, Community Health, Nutrition, Dietetics, Social Work, or related field or an equivalent combination of education and/or relevant work experience.
2. Understand individuals who have experienced poverty or food insecurity.
3. Demonstrate interest and commitment to supporting equity and inclusion for members of historically marginalized groups including racial and ethnic minorities, LGBTQ populations and people living with disabilities.
4. Demonstrated ability to work with diverse populations.
5. Work independently as well as courteously and effectively working in a team environment.
6. Clearly communicate information in writing and verbally so others will understand.
7. Work with a wide variety of people both internally and externally in a skilled, helpful, and positive manner.
8. Establish and maintain effective working relationships with staff and leadership.
9. Maintain high attention to detail to ensure accuracy, completeness, and consistency.
10. Bilingual in English/Spanish preferred, but not required.
11. Lift, move, and carry up to 50 pounds
12. Valid Washington State Driver's License

BENEFIT PACKAGE:

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 18 Paid Holidays
- Matching 403(k) Contribution after a year of service.
- Tuition Waiver Program
- Additional plan are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application Link: www.heritage.edu

Review of applications will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: HumanResources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Position is subject to funding.

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

Revision Date: 11/15/2022