



## **AWARE Farmworker Outreach Coordinator**

**Starting Hourly Rate: \$15.52-\$18.24/hr.**

**Fulltime (40 hours per week) – Non-Exempt**

**This is a limited duration position; anticipated end date is December 31, 2021.**

**Application deadline: January 18, 2021**

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Marion Polk Food Share is the regional food bank serving Marion and Polk counties. Support from our local community makes it possible for the Food Share to collect and distribute nutritious food for children, adults and seniors through more than 100 partner programs, including food pantries, meal sites and home-delivered meals and to carry out programs to address the root causes of hunger.

The mission of Marion Polk Food Share is **to bring people together to end hunger and its root causes.**

### **At the Food Share, our commitment is to:**

- *Treat all people as our neighbor*
  - *Encourage creativity and be willing to take risks*
  - *Listen first and seek to understand*
  - *Focus on shared goals*
  - *Celebrate diversity, ensure dignity and act equitably*
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**Statement of Purpose:** To increase food security in the farmworker community through coordinating AWARE Food Bank mobile distribution operations.

**Summary of Role:** The AWARE Farmworker Outreach Coordinator supports operations of the AWARE Food Bank in Woodburn, Oregon. This position coordinates and leads distribution of food to our local farmworker community, establishes contact and builds relationships with employers and/or landlords, and ensures distribution of culturally appropriate foods.

### ***How to Apply***

*Please submit Marion Polk Food Share application to apply. The Food Share application is available on our website at:*

*<https://marionpolkfoodshare.org/about/careers/>. Email application to [careers@marionpolkfoodshare.org](mailto:careers@marionpolkfoodshare.org).*

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## Core Areas of Responsibility

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**Connecting with Farmworker Communities:** Establishes contact and builds relationships with community partners that help establish farmworker distribution points.

**Deliver Food to Farmworker Communities:** Coordinates and oversees on site distribution of food at various locations at least two times per week.

**Inventory Tracking:** Supports staff and volunteers in tracking inventory and making purchases of culturally appropriate foods.

## Areas of Responsibility, Evaluation and Essential Functions:

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- Connect with community partners in Marion County to help establish relationships with those who are connected with our farmworker community members.
- Listen and learn to client's needs. Report to AWARE Manager and Pantry Coordinator to ensure we are serving the clients according to needs.
- Drive AWARE Food Bank Truck for food distributions at least twice per week. Distributions are in rural areas, up to 2-hour round trip.
- Unload food deliveries and set up distributions at farmworker locations. Ensure clients sign in and record the client's information according to the USDA guidelines.
- Ensure food is distributed according to all applicable food safety guidelines and civil rights laws.
- Ensure food is distributed in a way that respects the dignity and culture of the clientele.
- Supervise and support volunteers assisting with distributions.
- Follow and ensure compliance with all applicable COVID-19 laws and best practices.
- Create Food Boxes that are culturally appropriate for the deliveries.
- Order and track orders of culturally appropriate foods.
- Manage FIFO rotation of product.
- Communicate inventory levels with lead warehouse volunteer and Pantry Coordinator.
- Manage and sort dunnage, clean totes and bins.
- May assist with food pantry distribution to the public as needed. Could include managing front desk, assisting clients shopping through the pantry, or building food boxes.
- Other duties as assigned



### **Education and/or Experience; Certificates/Licenses/Registrations:**

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- 1-year experience in warehouse work, food services, food retail or other related field desired.
- Must have or be willing to obtain a Food Handler's Card or ServSafe Certification.
- Forklift certification a plus, but not required.
- Must pass pre-employment drug screening that excludes THC.
- Must submit to full background check, including driving record check. Depending on the position sought, a criminal conviction or arrest record does not automatically bar employment with the Food Share.
- Spanish language proficiency highly preferred.

### **Necessary Knowledge, Skills and Abilities:**

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- Ability to work effectively with a diverse group people, including people experiencing poverty and crisis, migrant farmworkers, culturally diverse communities, non-English speakers and others.
- Knowledge of food safety and safe food handling procedures.
- Able to work with volunteers, staff and community partners as part of a team.
- Able to work well under pressure with frequent interruptions and shifting priorities and exercise sound judgement daily.
- Able to operate a pallet jack or willing to learn. Forklift skills desired but not required.
- Able to lift up to 50 pounds and perform work while seating or standing for a prolonged period of time.
- Ability to push/pull loads up to 1500 pounds on carts and pallet jacks.
- Commitment to promotion of diversity, equity and inclusion.
- Passion for helping the community and addressing hunger.

### **Job Conditions:**

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Work may be performed standing, kneeling or bending for prolonged periods of time. Work may be performed outside or in a warehouse environment. Will frequently lift, move and carry objects in excess of 50 pounds and push and pull loads up to 1500 pounds on carts and pallet jacks. Work is subject to varying indoor and outdoor temperatures and road and walkway surface in all seasons. Work requires driving a large, refrigerated box truck on regular basis, in varying weather conditions. Evening and weekend work required on a regular basis.