



Manna Food Center Job Description – Community Food Rescue Coordinator

Reports to	Director of Programs
Direct Reports	None
Full-Time/Part-Time	Part-time, 20 hours a week. Non-Exempt.

Job summary

Manna Food Center’s Community Food Rescue (CFR) network of businesses, volunteers and food assistance organizations supports Manna’s mission of eliminating hunger while reducing food waste in Montgomery County. The program utilizes innovative technology, called ChowMatch, to collect surplus unsold food from local businesses and dispatch volunteers to deliver it to agencies serving people who are experiencing food insecurity. Since its inception the CFR network has grown to almost 1,000 members and has rescued and redistributed 7.6 million lbs. of food. The program has grown to include administration of the County Farm to Food Bank initiative, a major focus of this position. The CFR Coordinator will report to Manna’s Director of Programs and receive day-to-day guidance from CFR’s Program Director.

Our Culture

- At Manna, our core values are service, respect and partnership. Justice, Equity, Diversity, and Inclusion is a top priority that enables us to find excellent teammates and creates an environment where all types of people can belong and thrive.
- Manna is participant-centered and data-driven. Our people do meaningful work in an environment where they feel a genuine sense of community and connectedness to Manna’s mission.
- Manna relies on problem solving and solution creation from all levels.
- Manna provides you opportunities that will challenge you and unlock your potential.
- Working at Manna is a dynamic experience with the opportunity to take ownership and make a difference.
- Our work is strengthened by the voices of people with lived experience of food insecurity.

Summary of essential job functions

- Recruit new food donor businesses, non-profit food assistance organizations, and volunteer food runners to the Community Food Rescue network. Recruitment will take place via virtual and in-person meetings, phone, digital communications, tabling at events and public speaking.
- Coordinate Manna’s administration of the County Farm to Food Bank project, including: receive offers from farmers in ChowMatch; match offers with CFR food assistance providers and create food runs, track expenditures ; participate in team meetings and farmer forums to promote and expand this project.

- Administer the gleaning project, including coordinate with local farms, Maryland Extension, and Montgomery County Master Gardeners to organize gleanings. Recruit volunteer gleaners, match gleaned donations with CFR food assistance providers, create food runs. Ensure that needed supplies and equipment are present. Supervise gleanings or recruit a supervisor.
- Assist new CFR members to sign up on ChowMatch, as needed. teach CFR partners how to best utilize ChowMatch for their needs.
- Use ChowMatch, matching software tool as an administrator and monitor Chowmatch and assist matching of food runs as a back up to Program Director.
- Recommend best practices for marketing, recruiting and retaining CFR users and assist with marketing materials and reporting.
- Represent CFR at conferences, fairs, tabling events, and give presentations as needed and as a back up to the Program Director.

Minimum requirements

- Strong customer service skills.
- Friendly, outgoing, and comfortable meeting and engaging with a wide variety of people
- Proficient in Microsoft Office and Google suite software programs (Word, Excel, Powerpoint, Outlook) and able to learn and master (ChowMatch), meeting platforms such as TEAMS, Zoom, etc.
- Ability to work flexible hours including weekends and evenings.
- Patience in teaching technology to others
- Works well independently and as part of a team
- Detail oriented
- Strong writing skills
- Strong public speaking skills
- Pre-employment drug screening

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. While performing the duties of this job, the employee is regularly required to remain in a stationary position 50% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. The employee constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer. The person in this position frequently communicates with the public, volunteers, and vendors and must be able to exchange accurate information in these situations. The employee must occasionally move objects up to 50 pounds.

Environmental Conditions

When work in the warehouse is required, the employee will be exposed to a variety of fluctuating environmental conditions within the building including heat and cold. The employee must be able to work in these conditions for up to one hour at a time.

Why Choose Manna?

It takes all types of people to make Manna great. We seek a diverse and committed group of individuals who are eager to engage in service to the community while enabling their own personal growth and professional development.

One of our core priorities is to enable our employees to live a well-balanced life and career, and our benefits are an important extension of that philosophy. As such, we offer a competitive suite of benefits including:

- Competitive wages.
- Participation in Manna's comprehensive Health Benefits Plan.
- Flexibility to telecommute.
- Job-related training.
- Eleven paid holidays + your birthday! Two weeks paid vacation which increases with tenure, 10 paid sick days to start, and 3 personal days per fiscal year.
- Free Short-Term Disability Insurance.
- Generous retirement benefits.
- New parents leave.
- Support for work-related transportation in accordance with Manna's practices and procedure.

Racial Equity Statement

Manna Food Center is committed to serving as an ally for racial justice and is proud to be an equal opportunity employer. We are fully committed to equity and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, and national origin. Applicants with lived experience of our service area are encouraged to apply.

Disclaimer

This job description is not a contract and confers no contractual rights, privileges, or benefits on any applicant or potential applicant. Manna has the right to change any and all terms of this job description, including, but not limited to, job responsibilities, qualifications and benefits. Nothing in this job description constitutes an offer or guarantee of employment. Manna reserves the right to change its current benefits program at any time, in a manner that is consistent with applicable federal and state regulations. Manna is an Equal Opportunity Employer.

To apply please submit a resume and cover letter to jobs@mannafood.org. We will accept applications until the position is filled.