



CHILD HUNGER ASSOCIATE

COMPANY OVERVIEW

Feeding Tampa Bay food bank is a hunger relief organization who feeds the 700,000 hungry in West Central Florida. The Feeding Tampa Bay food bank is committed to building community awareness and creating an efficient food distribution network in a 10 county area.

SUMMARY

The Child Hunger Associate is responsible for maintaining the necessary documentation for the federal meals programs (both SFSP and AMP), and other program initiatives while coordinating relationships with partner sites.

JOB OVERVIEW

Email: hr@feedingtampabay.org

Phone: No phone calls accepted

Employee Type: Full-Time, Hourly

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Determining site eligibility for all partner sites
- Assist in recruiting new partner sites
- Assist in coordinating and implementing food programs for children
- Compiling data for all food programs for children
- Monitoring program sites in accordance to requirements
- Maintaining open communication with both Feeding Tampa Bay team and program sites
- Represent Feeding Tampa Bay and programs for children in the community
- Other duties as assigned

MINIMUM QUALIFICATIONS

High School Diploma or GED, 2 year degree or equivalent work experience. Experience in human services, business/account sales development, or health and nutrition. Computer experience with Microsoft office including Word, Excel and Windows environment. Ability to be detail oriented, meet deadlines, and interact professionally with all people in a friendly and calm manner. Skills related to accurate input of data. Well-developed interpersonal skills including ability to function well in a multiple-team setting. Excellent oral, written, and interpersonal communication skills. Commitment to understanding and supporting FTB's Mission. Superior customer focus. May be required to work some weekends and/or adjust work schedule to meet deadlines. Knowledge of warehouse safety, food and product handling. Exercise food judgement and discretion; strong ethical character capable of handling confidential information. Ability to work some nights and weekends, outdoors. Ability to lift up to 35 lbs. Ability to travel throughout our 10 county area to conduct site visits. Ability to work independently and responsibly.

Interested applicants: Send resume and contact information to: hr@feedingtampabay.org