



VOLUNTEER EXPERIENCE 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 Volunteer Experience Associate is responsible for carrying out the vision and mission of Feeding Tampa Bay with regards to our volunteer experience program, ensuring the smooth, efficient and sanitary operation of Feeding Tampa Bay's food donation sorting/stocking program. As a part of the Volunteer Experience Team, this position provides support with warehouse operations and works hands on with our volunteers, providing a warm and engaging experience with Feeding Tampa Bay. The coordinator is expected to adhere to and to train volunteers working with food products on proper food handling including cleaning and sanitizing in accordance with Feeding America guidelines.

JOB OVERVIEW

Email: ahrman@feedingtampabay.org

Phone: No phone calls accepted

Employee Type: Full-Time, Hourly

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reflect the values and principles of FTB and collaborate with leadership, staff, and external contacts to achieve the mission and vision through the volunteer program and operational goals of the organization
- Work cooperatively in a high-volume, fast-paced environment
- Understand overall agency operations and follow organizational policies and procedures
- Ensure compliance with all applicable health laws and Feeding America regulations, that all discarded product is properly and securely disposed of and monitors inventory of supplies
- Train Volunteers in proper food (dry, refrigerated, frozen) sorting and evaluation procedures according to Feeding America guidelines
- Greet, train, and motivate volunteers responsible for food-sorting activities in a warehouse environment. Ensure volunteer satisfaction by engaging with individuals and groups throughout the project.

Other duties and responsibilities as assigned

MINIMUM QUALIFICATIONS

High School diploma or equivalent. Must be a strong team member with good time management, organizational, and communication skills. Knowledge of food safety handling. Ability to communicate with culturally diverse groups. Ability to engage volunteers in the mission of Feeding Tampa Bay. Ability to prioritize multiple projects, organize and maintain order among work teams. Computer experience preferred in Microsoft Office Suite and the Internet. Experience in operating a fork lift and electric pallet jack preferred or willing to learn and become certified. Ability to work independently and be accurate with data. Ability to lift and carry objects weighing up to 50 lbs. throughout an 8-hour shift. Work in an environment that will contain; variable temperatures and humidity, exposure to noise, dust and dirt. Weekend work required.

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