



**Job Description ~ Open Position**  
**AIDS Alabama South**  
***Food Bank Coordinator***

Reports to	Co-Executive Director -- Programs
Minimum Requirements	<p>Must possess a high school diploma (or GED);</p> <p>One year professional or volunteer experience working in non-profit, public health, education, social work, or related human services field;</p> <p>Strong computer skills (Microsoft) and math;</p> <p>Ability to manage multiple responsibilities within limited time constraints;</p> <p>Knowledge of community HIV resources, including existing social and behavioral health resources, and referral agencies;</p> <p>Knowledge of client confidentiality and client rights according to HIPAA;</p> <p>Reliable transportation, valid driver's license, auto insurance, safe driving record, and proof of COVID-19 vaccination(s);</p> <p>Must successfully complete pre-employment process.</p>
Preferred Qualifications	Associate's degree.
Overall Mission	The Food Bank Coordinator is responsible for purchasing and disbursement operations of the food bank. This includes collaborating with social workers to identify eligible recipients, processing, and filling each eligible client's request for food and hygiene items.

**Job Specific Duties**

1. Ability to safely drive a loaded cargo van, including backing up while using mirrors and rear backup camera.
2. To work closely with programs department and the transportation department to arrange food box deliveries and medical transports for eligible clients living within the twelve-county catchment area (Mobile, Escambia, Baldwin, Butler, Clarke, Choctaw, Conecuh, Wilcox, Marengo, Monroe, Covington, and Washington Counties) covering 12,545 square miles of Southwest Alabama.
3. To order food and hygiene items monthly, or as needed for the food pantry, keep the food pantry fully stocked, and ready to serve our clients.
4. Confidence and familiarity in utilizing various GPS devices, MapQuest, and Google Maps.
5. Proficient with Microsoft Outlook, Excel, and Word. Must be able to create a spreadsheet and use email and calendar to create a visible/shared schedule with the programs department and supervisor.
6. Assure that monthly reports and statistics are submitted by the 4<sup>th</sup> of each month to supervisor.
7. Assure that the food pantry is a clean, safe, sanitary, and an organized working environment. May sometimes be required to sweep, mop, clean coolers and freezers, or other light housekeeping as needed.
8. Pack and deliver food and hygiene items to eligible persons living in AIDS Alabama South's service area.
9. Maintain accurate and up-to-date documentation including odometer readings, daily van driver time, record temperature of freezers and coolers at least three time weekly in the food pantry, and all food bank orders and accompanying invoices and receipts. Also, all other required documentation.
10. Responsible for cleaning, maintenance, and fueling the cargo van.
11. Assist the Programs and Prevention departments, when needed. This may include working with bodily fluids such as blood.

12. Create a welcoming environment to a diverse client population. Provide direct assistance to clients.
13. Oversee volunteers during distribution and ensure that clients and volunteers are adhering to guidelines.
14. Supervise volunteers for both stocking the pantry and helping with distribution. Support our continuing partnership with AIDS Alabama South's volunteers.
15. Ability to provide an educational experience to all food bank volunteers, clients, or the public through healthy conversations related to HIV.
16. All other duties as assigned.

**Work Environment**

1. Schedule -- Work hours are full-time and may include nights and/or weekends; varies based on the needs of the consumers, the consumer's family, and the agency.
2. Physical Requirements -- May lift up to 75lbs occasionally; long periods of standing, stooping, bending, and sitting; must be able to climb stairs, read documents and respond to written communication.
3. Cultural -- must be comfortable working with individuals living with HIV (or other STIs) as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

**Overall Expectations**

Represent the agency through all methods of communication in a way that reflects the agency's mission. Adhere to all AIDS Alabama/AIDS Alabama South Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama/AIDS Alabama South expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

**AIDS Alabama South is an equal opportunity employer.**

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Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources signature

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Date