



Position Title

Weekend On-Call Coordinator, ExtraFood.org (Part-time)

Organization

40% of all food is wasted in the U.S. And, food waste creates an enormous environmental problem: if global food waste were a country, it would rank 3rd in greenhouse gas emissions after the U.S and China. Yet 49,000 people in Marin County worry about where their next meal will come from.

ExtraFood's mission is to help end hunger and wasted food in Marin. Our first step is our county-wide food recovery program: we rescue excess fresh food from Marin's businesses and schools and immediately deliver the food to safety net partners – such as senior housing centers, homeless shelters & after-school programs – serving Marin's most vulnerable children, adults and families.

In 5 years, ExtraFood's staff and volunteers have organized, rescued, and delivered 2,300,000 pounds of food from 200+ donors to 115 sites throughout the county – 365 days a year and free of charge. ExtraFood, winner of the 2017 Heart of Marin Achievement in Nonprofit Excellence Award, reaches more than 8,000 people every month with healthy, fresh food.

For more information: <http://ExtraFood.org>

Position Summary

This position, reporting to the Manager of Food Recovery Operations, is responsible for ensuring ExtraFood's "food trip" (pickup/delivery) schedule on Saturdays and Sundays runs smoothly. This is a home-based, part-time, non-exempt position.

Responsibilities

1. Complete ExtraFood's Food Runner training.
2. Ensure all weekend food trips are staffed.
 - Monitor/vet any spontaneous donors/donations and match with recipient partners
 - Post unstaffed trips to volunteers by email and text
 - Update database to reflect any changes in staffing
 - Complete any trips unfilled by volunteers, following all procedures for food safety, safe lifting, vehicle safety, and safe driving
3. Be available 8am-5pm Saturday and Sunday for any inbound calls, emails, or texts from volunteers, donors, or recipients.
4. Post unfilled Monday trips, updating database as signups occur.
5. Communicate any relevant information about weekend actions and issues to Food Recovery Operations Manager by 8am Monday.

Qualifications

Required skills/experience include:

- Passionate about our mission
- Excellent interpersonal and customer service skills; professional manner
- Highly organized; demonstrated on-time performance with tracking/reporting data
- At least 21 years of age
- Fluent in English
- Facile with Mac-based and mobile software
- Available 8:00 am-5:00pm Saturdays and Sundays
- Able to lift and maneuver up to 50 lbs. safely
- Valid CA driver's license and car registration
- Required car insurance coverage
- Willing to submit to background check
- 2 professional references

The following skills/experience are a plus:

- Volunteering experience
- Volunteer management experience
- CRM experience

Compensation

- You will be paid a competitive hourly rate, commensurate with experience, for 4 hours on Saturdays and 4 hours on Sundays, even if you are only available on-call and actively work on ExtraFood's behalf less than 4 hours each. If you work more than 4 hours on either day, you will be paid at your hourly rate for the additional time.
- ExtraFood provides sick leave.
- As part of a growing team, you'll have the feeling of making a big difference in our community.

Send resumé and cover letter summarizing background and interest to:

Sophia Balestreri, Manager of Food Recovery Operations, Sophia@ExtraFood.org