



Position Title

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

Organization

Thirty-five percent 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 third in GHG emissions after the U.S and China. Yet 1 in 5 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. Through our county-wide food recovery program, we rescue excess fresh food from Marin's businesses and schools and immediately deliver the food to recipient partners – such as senior housing centers, homeless shelters & after-school programs – serving Marin's most vulnerable children, seniors and families. Through our Community Meals program, we work with restaurants and caterers and use their excess capacity to make meals for people in need.

In 8 years, ExtraFood's staff and volunteers have organized, rescued, and delivered 4,800,000 pounds of food from 275 organizations to 141 sites throughout the county. ExtraFood, winner of the 2017 Heart of Marin Achievement in Nonprofit Excellence Award, reaches more than 8,000 people with high-quality food.

ExtraFood is solving hunger differently, leading a movement to transform Marin's food system – from wasting food to donating it – and increasing equitable access to healthy, fresh food. We are committed to [our values](#), to [each other](#), and to [making a difference](#) in our community each day. ExtraFood is an Equal Opportunity Employer.

Position Summary

The Weekend On-Call Coordinator, reporting to the Director of Programs, is responsible for ensuring ExtraFood's pickup/delivery schedule on Saturday, Sunday and holidays runs smoothly. You are the primary contact for food donors, nonprofit recipients and volunteers during the daily flow of food pickups and deliveries ("food trips"). This may include completing a food trip on occasion when a volunteer is not available. This position is "on-call," meaning you are available to respond to texts, phone calls and emails from volunteers, food donors and recipient partners, troubleshoot issues occurring during a food trip and make schedule changes as needed. This job can be done anywhere you have your mobile phone and an internet connection, is part-time, non-exempt, with a five-hour minimum guaranteed each day.

Responsibilities

- Be available from approximately 9am to 2pm on Saturdays, Sundays and holidays (holidays agreed upon in advance) for inbound calls, texts and emails from volunteers, food donors and nonprofit recipient partners. (Schedule may vary slightly depending on the food trip schedule each day.)
- Ensure all weekend and holiday food trips are staffed and successfully completed, including:
 - Facilitate any spontaneous food donations (not yet on the schedule), match with a recipient partner and find a volunteer to staff the trip.
 - Text and/or email volunteers regarding any unstaffed trips and monitor until they are staffed.
 - Update database with staffing and schedule changes.
 - Complete any trips unfilled by volunteers, following all procedures for food safety, safe lifting, and safe driving.
- Communicate any relevant activities or issues to the weekday Operations Coordinator by 8am Monday.

Qualifications

Required skills/experience include:

- Passionate about our mission
- Proximity to Marin County to make local food trips as needed
- Excellent interpersonal and customer service skills; professional manner
- Highly organized; demonstrated on-time performance with tracking/reporting data
- Fluent in English
- Experience with Mac-based and mobile software
- Able to lift and maneuver up to 25 lbs. safely
- Valid California driver's license and car registration; Car insurance meeting ExtraFood's minimum requirements
- 2 professional references

Compensation and Benefits

- This is an on-call position. Your responsibilities will combine inactive work – being available to be reached by volunteers, food donors, and recipient partners if needed – and active work, e.g. handling issues, posting new food trips, and staffing food trips with volunteers. On any day, if your total inactive and active work time is five hours or less, you will be paid a competitive hourly rate, commensurate with experience, for five hours on that day, even if you have no active work time that day. On any day that your total inactive and active work time exceeds five hours, you will be paid at your hourly rate for all hours worked.
- Sick leave
- Employee Assistance Program
- The feeling of [making a big difference](#) in our community each day

Email cover letter summarizing interest in position and experience, plus resumé to:

Cherie Graham, Deputy Executive Director, hire@extrafood.org