

## Nutrition Coordinator

### Mission

*ElderHelp strives to enhance the quality of life for seniors by providing information and services that help them live independently and with dignity.*

### Values

*COMPASSION - we are supportive, caring, and strive to strengthen the lives of others*  
*INTEGRITY - we do the right thing when no one is looking and remain focused on those we serve*  
*COMMUNITY – we seek collaboration and effective communication*  
*ACCOUNTABILITY – we are dependable and responsible*  
*RESPECT – we honor the process of aging, consider the ideas of others, and value diversity*  
*EXCELLENCE – we are responsive, innovative and strive for quality in all we do*

### Organizational Expectations

ElderHelp employees are expected to be flexible, positive, contribute to the solution, integrate the organization's values into their work, and work hard to make a difference in the lives of seniors.

### POSITION EXPECTATIONS

The Nutrition Coordinator requires a unique combination of skills including effective communication, strong organization, computer literacy, and excellent follow through. The Nutrition Coordinator is interested in improving the efficiency of the program, is results and goal oriented, and is motivated to help seniors meet their nutrition needs.

### POSITION SUMMARY

Due to the hands-on nature of this work, this position works in the office where the pantry is located. Some tasks may be completed remotely. The Nutrition Coordinator assists in the pantry process and provides support for volunteers and clients, ensuring all orders are picked up and delivered to seniors. The Nutrition Coordinator ensures that the pantry remains stocked and organized and tracks volunteer, client, and pantry data.

### REPORTS TO

Programs Innovation Manager

### ESSENTIAL FUNCTIONS

- Provide in-office support during pantry operating hours (Being in-office on Wednesdays is a must)
- Create sign-up form of deliveries and send to volunteers using JotForm and Excel
- Clearly communicate daily delivery opportunities to volunteers and be available for questions via email and phone
- Manage and track incoming and outgoing pantry orders

- Coordinate pantry inventory, manage grocery ordering and stocking
- Oversee weekly shopping at the Food Bank including placing orders, going to Food Bank to pick up food, and offloading food
- Ensure pantry is stocked and organized
- Manage setup and cleaning of pantry work areas
- Maintain records of receipts, invoices, and inventory of food and supplies
- Compile quarterly reports of relevant pantry data using Excel and Salesforce
- Utilize Salesforce to collect and manage pantry data
- Aid in the continual improvement of the pantry program
- Adheres to safety policies and procedures including proper food safety and sanitation
- Maintain food pantry resource list for client referrals to more appropriate programs
- Maintain excellent customer service and a positive attitude towards volunteers and clients
- Deliver client pantry orders when volunteers are not available as needed
- Other duties as assigned

### **MINIMUM QUALIFICATIONS**

The ideal candidate must have excellent written and verbal communication skills and have strong organizational management. Strong computer skills are essential and knowledge of JotForm, Salesforce, and Excel is preferred. Bilingual preferred.

### **SALARY & BENEFITS**

This is a part-time, hourly position working approximately 24-30 hours per week. This position pays \$15-\$18 per hour DOE.

### **WHO WE ARE**

ElderHelp has a culture of teamwork and inclusion where we believe we are better together. We value the differences in our community and believe those differences are what makes us a stronger organization. We offer opportunities for staff to participate in DEI trainings and create safe spaces to learn and share about this important work.

Our Board of Directors, staff, and volunteers come together with a shared passion for our mission supporting each other to meet the needs of the community we serve.

### **TO APPLY**

Send cover letter and resume to Becca Pollard at [bpollard@elderhelpofsandiego.org](mailto:bpollard@elderhelpofsandiego.org) by 2/25/2023. Please refer to our website for more information on services and programs. Please no phone inquiries, fax transmittals, or walk-ins.

***This Job Posting is intended to describe the general nature and level of work being performed. It is not meant to be construed as an exhaustive list of all responsibilities, duties and skills required by this job classification.***

***ElderHelp of San Diego is an equal opportunities employer that values diversity in its many forms. ElderHelp does not discriminate in its employment practices or policies on the basis of race, color, creed, ethnic or national origin or ancestry, age, gender, religious beliefs, sexual orientation, veteran status or disability.***