



Food Hub Coordinator

DeKalb County Community Gardens, DeKalb, IL 60115
2280 Bethany Rd, DeKalb IL 60115 | www.dccgardens.org

Job details: Salary, \$15 - \$17 an hour, Full-time, 40 hrs./wk

Number of hires for this role: 1

Qualifications: Criminal background check (Preferred)

Full Job Description: DeKalb County Community Gardens (DCCG) is a non-profit organization that empowers people to choose healthy and sustainable foods through education and participation. In 2017, DCCG obtained a refrigerated truck, Grow Mobile, that serves as pop-up food pantry and education center. It is designed to serve individuals who experience food insecurity in DeKalb County. Product distributed at the events is housed at the food hub where it is organized and packed. The service is year-round and currently serves over 25,000 individuals per year.

Reports to: Grow Mobile Director and/or Associate Director

General Description

The coordinator oversees the day-to-day operations of the food hub and volunteer recruitment, training and management.

Essential Duties and Responsibilities

- Ability to use all equipment in the food hub.
- Recruitment of volunteers.
- Training and directing volunteers to serve effectively.
- Coordinates schedules, assists in logging volunteer hours
- Assists in coordinating volunteer appreciation for the volunteers of the DeKalb food hub.
- Assist in loading and unloading activities.
- Ability to drive refrigerated food truck.
- Occasionally attend food distribution events.
- Inventory and organize product.
- Maintain a clean and organized facility.
- Ensure safety protocol is adhered.
- Other duties assigned "as needed".

Qualifications

- Ability to handle multiple tasks at the same time in a professional manner.
- Ability to prioritize work and complete work in timely fashion.
- Ability to be open-minded to new work ideas and methods.
- Ability to problem-solve on various issues as they relate to the food hub.
- Ability to work well with persons of varied sexual preference, racial, ethnic, cultural, socioeconomic backgrounds, and with individuals who are differently abled.
- Ability to deliver services to those in need with compassion, clear boundaries, and good communication skills.
- Ability to supervise others.
- Ability to be self-directed.
- Must have an excellent driving record.

Education, Skills & Experience

- Must have a high school diploma or equivalent.
- Must have a current Certified Food Manager certificate and/or ability to obtain one.
- Excellent communication skills. Must have the ability to give and receive information clearly.
- Must have basic knowledge of word processing, spreadsheet, database, email, and internet-browsing software.

Physical Requirements

- Ability to stand for prolonged periods of time. Ability to operate a pallet jack and be able to push and pull 200-1500 pounds. As there will be some lifting, carrying, unloading and moving of food products, the ability to lift a maximum of 40 to 50 pounds is required.

Work Environment: This job operates both in and outdoors and sometimes is performed under adverse weather conditions.

Salary & Benefits: \$15 to 17 per hour, HSA/IRA benefit, vacation and sick days

Work Hours: Some evening and weekend work required.

AAP/EEO Statement: DeKalb County Community Gardens is an Equal Opportunity Employer.

Job Type: Full-time

Benefits:

- Paid time off

Benefit Conditions:

- Waiting period may apply
- Only full-time employees eligible

Work Remotely: No

COVID-19 Precaution(s):

- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place