

**Food Pantry Coordinator - Reedley College Only
State Center Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=243490>

Downloaded On: Aug. 31, 2024 10:20pm

Posted Aug. 21, 2024, set to expire Sep. 11, 2024

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| Job Title | Food Pantry Coordinator - Reedley College Only |
| Department | |
| Institution | State Center Community College District Fresno, California |
| Date Posted | Aug. 21, 2024 |
| Application Deadline | 09/11/2024 |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Administration - Other |
| Apply Online Here | https://apptrkr.com/5553665 |
| Apply By Email | |
| Job Description | |

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Food Pantry Coordinator - Reedley College Only

Salary: \$73,472.00 - \$90,361.00 Annually

Location: Reedley College, CA

Job Type: Permanent

Division: RC Student Services

Job Number: 2024064

Closing: 9/11/2024 11:59 PM Pacific

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General Purpose

Under general supervision, coordinates the planning, development and implementation of a college food pantry program in an assigned department or a categorically funded project; evaluates and oversees delivery of program services and food items to current students; performs advanced program/grant management support including preparing and analyzing budgets, statistical data and program metrics; with the program director, oversees program compliance with federal, state and District codes, rules and regulations; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides input in selecting, training and providing day-to-day lead work guidance and direction to other staff, student aides and volunteers; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; monitors workflow to ensure mandated deadlines are being met in an optimal manner; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
- Provides input to supervisor on employee work performance and behaviors; assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.
- Oversees and participates in the daily operations, activities and services of a college food pantry including food and donation procurement, inventory management, budget tracking, staff and volunteer coordination, and pantry distribution to provide services necessary to eliminate student success barriers such as food insecurity and hunger and to eliminate the stigma of food insecurity; works with management to ensure adequate staffing and a high-performance, service-oriented work environment.
- In coordination with the Director, responsible for marketing, fundraising, networking, and soliciting food and monetary donations internally and externally; builds, maintains and ensures positive relationships with District staff, students, volunteers, donors, vendors, charities, various community groups, and government agencies; serves as the primary contact for all donation inquiries and makes presentations as needed; organizes and implements outreach and donation activities to promote the services provided and to solicit food and monetary donations; ensures the completion and proper processing of all necessary donation paperwork; exercises discretion regarding acceptance and/or disposal of donated items; implements and coordinates all internal

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and external food drives and special events; prepares and produces promotional materials, invitations and other publications; updates and maintains department website and social media accounts.

- Monitors and tracks the department budget; tracks and records food and non-food item purchases, food and monetary donations, disposal of expired, spoiled or unwanted food items, and other expenses; adjusts accordingly to ensure budget compliance.
- Continuously researches and seeks possible grant opportunities; develops and writes applications for categorical or grant funding; carries out grant monitoring and administration tasks including completion of outcome reports; monitors program implementation and expenditures and ensures compliance with grant requirements.
- Responsible for maintaining food pantry inventory and supplies; oversees distribution and forecasts needs to determine and ensure a regular schedule and adequate food resources, as supplies allow; places orders with vendors and coordinates food delivery/pickup schedules; purchases food and non-food items from local stores or organizations; loads, unloads and transports items from delivery trucks, stores, outside agencies, storage area, food pantry, and other places to various locations using a hand truck, pallet jack and other equipment; packages and repackages items; stocks and restocks shelves; rearranges the food displays; monitors quality control and costs of items; provides training and ensures the safe handling, storage and disposal of food items; inspects storage area and food pantry to ensure the food items are displayed in a clean and organized manner and to maintain sanitary and accessibility standards.
- Coordinates and oversees monetary donation procedures and guidelines including: taking, recording and receipting of donations; oversees cash management and cash accounting functions; recommends updates to cash handling policies and procedures to prevent loss and to align with District cash control procedures; ensures sound internal controls for the handling of cash are in place and enforced; coordinates with the Business Services Office and Foundation to monitor cash flow and ensure that appropriate balances are maintained for expected payments; oversees the reconciliation of cash accounts; participates in regular internal audits to verify that District cash handling and business office internal control procedures are fully complied with by staff.
- Interprets, applies, and ensures compliance with applicable department policies, procedures and guidelines such as determining student eligibility for services and the quantity of items a student is allowed to obtain per day; assures students and staff adhere to department policies, procedures and guidelines; remains current on applicable legislative decisions and developments; makes recommendations for modifications to policies.
- Prepares for and participates in the Program Review process; maintains effective and efficient records to assist in the development of short- and long-term goals and strategic plans to achieve them; works with Institutional Research and other departments to monitor and track student

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- information and progress; ensures the accuracy and validity of data generated; develops, maintains and audits spreadsheets, databases and reports; conducts studies, surveys and complex data analyses to evaluate the effectiveness of current services provided; makes recommendations on service enhancements, facilities usage and/or other resources needed; communicates regularly with management on food pantry successes, challenges and needs.
- Oversees food pantry safety and risk management; ensures adherence to all applicable food safety policies and guidelines and District, state, and federal regulations and practices.
 - Coordinates logistics of major events including liaison with event participants, donors, vendors and sponsors; works with other campus departments and facilities; orders food, materials and supplies; performs onsite troubleshooting, proactively resolving issues.
 - Educates the campus and the community about the role of the food pantry; communicates regularly and works collaboratively with District staff, students, volunteers, donors, vendors, charities, various community groups, and government agencies to provide information about the food pantry.

OTHER DUTIES

- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.
- Represents the District and participates in District, state and national workshops, conferences, training and development and professional group meetings; stays abreast of new trends and innovations in the service area.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Methods and procedures of safe handling and storage of food.
- Standard principles and practices of sanitation and food safety.
- Food costs and portion control, purchasing and inventory management techniques.
- Student services program goals, objectives, policies, procedures and practices applicable to area of assignment.

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- Principles, methods and practices applicable to the implementation of public relations, community outreach and marketing programs.
- District student recordkeeping practices and procedures for processing student information and interpreting input and output data.
- Food display techniques, rotation of perishable foods and accessible retail and storage spaces.
- Food-related topics such as culturally appropriate foods, diet-related diseases and nutrition education.
- Campus and community resources and referral opportunities for food supply and ancillary supportive services.
- Federal, state, corporate, private and non-profit funding sources to meet funding needs and ethical fundraising and donation principles.
- District payroll and general accounting system operations, practices and procedures.
- College and District organization, rules, policies and procedures applicable to departmental and division operations.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Practices and techniques of math to track department budget, conduct inventory and receive donations.
- District policies, procedures and rules regarding budgeting, purchasing and travel/training and expense reporting, including maintaining records and reports.
- Grant writing and grants administration methods and practices.
- Applicable sections of the California Education Code, Title V and other applicable laws, rules and regulations including OSHA and California Health and Safety Code.
- The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student records.
- Research methods and analysis techniques.
- Principles and practices of effective management and supervision.
- Safety policies and safe work practices applicable to the work being performed.
- Personnel Commission Rules, Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

- Plan, organize, coordinate and review the work of assigned program staff, student aides and volunteers.
- Maintain a clean, stocked, organized and accessible pantry, coordinate food orders, deliveries and distribution, and ensure equipment is adequately maintained and functioning.
- Communicate information accurately and effectively both orally and in writing; understand

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requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation, resolving customer complaints.

- Coordinate and implement resources, services and outreach activities to invite, inform and assist students, particularly at-risk students.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Analyze operational problems such as theft and waste, develop and implement appropriate procedures and controls.
- Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials.
- Track and report statistical information utilizing complex spreadsheets and databases.
- Develop marketing and fundraising materials and social media messaging.
- Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
- Maintain confidentiality of District and student files and records.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Operate a computer and use standard business software.
- Represent the District effectively one-on-one and in a variety of group settings.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential student issues, situations and with concerned or agitated people.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from an accredited four-year college or university with a bachelor's degree and one year of experience in student affairs on a college campus or in a community agency that initiates and administers community service programs or an equivalent combination of education and experience.

Preferred Experience

Experience in food, restaurant, retail, pantry management, food distribution, or food warehousing.
Experience in fundraising or resource development.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

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A current ServSafe or equivalent California Food Handler Card is required within 30 days of hire and must be maintained throughout employment in this position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is frequently required to hear stand and walk for long periods of time, sit; stoop, kneel, or crouch.

The employee must frequently lift and/or move up to 50 pounds and occasionally over 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee generally works both in an office and in a retail space environment, and occasionally works in outside weather conditions. The employee may work near moving mechanical parts, and be exposed to hot, cold, wet or humid conditions and vibration. The employee may occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is occasionally loud.

The employee may be required to travel to locations other than assigned work site and to adjust to

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work schedule changes and requirements to work overtime.

Assessment Process

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree or transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will also include an online competency assessment (40% weight) and an oral interview assessment (60% weight). Of those achieving a passing score on the competency assessment, only the most qualified candidates will be invited to the oral interview assessment. Passing score is 75% out of 100% on each assessment section.

**TESTING TENTATIVELY SCHEDULED AS FOLLOWS:COMPETENCY ASSESSMENT:
SEPTEMBER 17, 2024ORAL BOARD ASSESSMENT: SEPTEMBER 20, 2024**

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

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Candidates who attain a passing score on each part of the assessment will be placed in rank order on Reedley College Open-Competitive List. Using the same process, a separate Reedley College Promotional List will be established and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies at Reedley College only for at least six months.

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4627112/food-pantry-coordinator-reedley-college-only>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A



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