JOB DESCRIPTION

Title: Kitchen Donations Coordinator
Reports to: Food Service Manager
Department: Kitchen
FLSA Status: Non-Exempt; Full Time
***Must be able available to work some Holidays and weekends**

The Kitchen Donations Coordinator supports the HEP Mission and kitchen operations by coordinating and managing the donations flow for food and supplies. This position ensures that donated items are received, organized, stored, and distributed efficiently and safely, while maintaining strong relationships with donors and the community.

PRINCIPAL JOB DUTIES AND RESPONSIBLITIES:

- Serve as the primary contact for all donations for the HEP kitchen.
- Build and maintain positive relationships with staff, clients, volunteers, donors and the community.
- Load, unload and maintain cleanliness of company truck.
- Coordinate with donors for all donation pickups and drop-offs.
- Receive, sort and organize all donations.
- Ensure donated items meet quality and food safety standards.
- Provide donation receipts and acknowledge contributions.
- Track donated items and accuracy of inventory.
- Rotate stock items timely.
- Review, update and maintain donation calendar with all necessary information.
- Organize Walk-In, Dry storage and Donation room.
- Work with Food Service Manager and Executive Management to identify and prioritize the needs of the HEP kitchen.
- Assist as backup for meal prep, cooking and serving.
- Provide training for staff and volunteers as needed.
- All other duties assigned by the Food Service Manager.

EDUCATION, KNOWLEDGE, AND SKILLS REQUIRED:

- High School Diploma or GED.

- Prior experience in food service, non-profit operations, or donation coordination preferred. Sensitivity to the cultural diversity of clients to successfully work with diverse racial, ethnic and socioeconomic groups.
- SERV Safe Certification (HEP will pay for training if not already obtained).
- Bilingual a plus but not required.
- Excellent communication both verbal and written.
- Superior customer service.
- Good organization and attention to detail.
- Strong documentation and record keeping skills.
- Proficiency in Microsoft 365.
- Ability to work independently as well as a team.
- Comfortability working with all levels of staff within the organization.

PHYSICAL DEMANDS & WORKING CONDITIONS:

- The physical environment requires the employee to work both inside and outside in heat, wet/humid, dry/arid conditions.
- Sitting, standing, walking, bending, reaching, pushing, etc.
- Ability to lift 50 pounds with ease; Anything over 50 pounds requires a team lift.
- Current, clean Florida Driver's License to drive company vehicle.
- Must be able to successfully pass background Level 1, drug, and alcohol screenings.

The above declarations are not an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. They are only to describe the general nature of the job and be a reasonable representation of its activities. HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not

discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.