



313 Peterson Drive • PO Box 821 • Elizabethtown KY 42701 • 270-769-6997 • www.feedingamericaky.org

Retail Coordinator

This position will establish and maintain good relationships with all food donors and participating agency partners throughout the FAKH 42 county service area. This will include, but is not limited to, retail store partners and other donors.

Primary Responsibilities Include:

- Visit with retail stores and other food donors to encourage donations
- Oversee, compile and complete monthly reports for Feeding America National Organization (FANO) and Regional Retail Managers
- Educate agency partners in proper ways to receive donated product, including meetings on food safety and weekly reporting and conduct monitoring to ensure that procedures and policies are followed
- Complete and maintain Food Safety Manager's Certificate and Person in Charge
- Support agency partners and the Purchase Area Development District (PADD) that perform retail pick-ups
- Arrange visits to stores with/without agency partners to establish relationships, problem solves, educate and reinforce food donation procedures and policies
- Coordinate the acquisition of necessary equipment for agency partners to safely perform pick-ups, including thermal blankets, scales, reporting forms, etc.
- Coordinate and follow up on food rescue efforts utilizing the MealConnect Program
- Provide courteous, helpful and timely assistance to internal and external customers
- Inventory control, warehouse assistance and other duties as assigned

Requirements:

- High School Diploma or equivalent required
- Retail/Restaurant background; management experience preferred
- Computer skills and data entry experience; proficient use of Microsoft Applications
- Strong teamwork with outstanding work ethic
- Ability to work well with people from diverse socioeconomic backgrounds

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- Excellent communication skills, both oral and written
- Ability to work independently without hands-on guidance
- Comfortable speaking with and educating groups on necessary information while enforcing rules and regulations
- Valid driver's license
- Ability to pass all required pre-employment tests

Work Schedule: Monday – Friday, 7:30 a.m. – 4: 00 p.m. EST

Reports to: Food Donations and Inventory Manager

FLSA Status: Full-time, starting at \$17.00/hour

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