

## **Amherst Food Assistance Network Association**

### Detailed Job Description – Coordinator

Day to day running of Food Bank.

Report to Board each meeting

Apply for grants

Oversee paid workers

Liaison with Treasurer regularly to pass over donations.

Organize buyers

Organize bread pick-up on non-church day (Wednesday. Alternate months)

Egg pick-up Maritime Pride

Purchasing food items in bulk as they come on sale

Receive calls and go when required to pick up monetary donations or assign a Board Member to do so.

Public speaking functions. (as requested)

Assist Human Resources with interviews for summer student

Oversee summer student

Responsible for food distribution

- Getting extra food from FNS to other places in community
- Monitor food placement in food bank
- Monitor food distribution at the food bank and expiry date checks.
- Communicate to FNS re food deliveries.

Annual Food Drive

- Organize the set-up of hall to receive donations on Food Drives
- Arrange for boxes to sort food goods
- Organize team of helpers to take food to and unload truck at Food Bank

Christmas Parade – and any other large influx of food – arrange to open food bank to accept donations and have team on hand to sort food before Monday following the event

Some computer knowledge an asset

Client Information to Feed Nova Scotia (twice a month)

Supply sheets to Food Bank for Interviewers.

Fundraising as required

Other tasks as necessary

Reimbursement for vehicle use on job related duties @ .35 km. (as per form)

Please send resume to P.O. Box 45, Amherst, NS B4H 3Y6

Only those selected for an interview will be contacted.

Thanks for applying!