



Job Description

Nutritional Coordinator

Reports To

Director of Impact and Communications

Schedule

This position will predominately work Monday through Friday 8:30 am to 4:30 pm. However, as the position develops and the needs of the pantry change, this position's hours will change to support meeting the needs of our guests.

Job Overview

The nutrition coordinator will play a significant role in Lebanon County Christian Ministries efforts to alleviate food insecurity and hunger. The work of the nutrition coordinator will help position LCCM as a leader in promoting health among vulnerable populations. Recognizing food as a social determinant of health, the nutritional coordinator helps ensure the pantry and other LCCM food programs have a strong health and nutrition focus. This position will work collaborative with the Noon Meal Coordinator in design of noon meals, work collaboratively with the Director of Impact and Communications in the work of LCCM. This position will have direct oversight of the day-to-day operations of the Food Pantry to include, but not be limited to the volunteer pantry staff, the volunteer drivers, and the ordering of food for the food pantry. The position will work to build community relationships to bring resources to the food pantry to assist those guests who are utilizing the food pantry.

Responsibilities and Duties

- Work collaboratively with the noon meal coordinator and other LCCM Staff.
- Guide nutrition and health standards in food distribution.
- Actively participates in the development and implementation of the food pantry's nutrition policies and other nutrition-related initiatives.
- Will work to develop programs in collaboration with the Noon Meal Coordinator and the Director of Development and Communications to create innovative and evidence-based programs including partnering with healthcare entities and other community based organizations.
- The position will:
 - Oversee the daily schedule (volunteers) of the day-to-day operations;
 - Will coach volunteers and guests in healthy food education;
 - Work with the noon meal coordinator as it relates to the free noon meal work;

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Compassionately communicating God's love to the people of Lebanon County by serving their immediate felt needs, empowering their personal sustainability, and sharing the heart of God with them.



- Ensure inventory is on-hand for distribution in both the client choice model and emergency food boxes;
 - Ensure food is managed first in first out (FIFO) or rotated to ensure quality and inventory management;
 - Work with the Guest Resource Specialist in scheduling appointments;
 - Ensure the food pantry is orderly and clean;
 - Ensure all reporting is completed on a monthly basis or as required;
 - Work with community agencies to find resources for guests.
- Cultivate relationships to enhance the food pantry.
 - Establish best practices for the food pantry and work to create an implementation plan with a strong focus on health and wellness.
 - Work to ensure appropriate data is collected, evaluated, and utilized to drive change.
 - Other duties to support all departments of LCCM.

Qualifications

- Education level – Bachelor’s degree or combined experience that support the responsibilities of the position. Preferred degree as a nutritionist, certified dietician, or other education commensurate to having food nutrition knowledge.
- Experience – previous work in food pantry or experience in a clinical environment.
- English and Spanish speaking is preferred.
- Must adhere to the mission and vision of LCCM, walk daily with Jesus Christ, and be a Christian role model in attitude, speech, and actions towards others.
- Certifications – must have ServSafe or the ability to obtain within 6-months of hiring.
- Specific skills – Ability to work with a computer, utilize Microsoft Office suite, and an understanding of web-based programs.
- Personal characteristics – Must be customer service oriented, team-oriented, positive, and having a desire to make an impact on individuals’ lives.
- Physical abilities – The work requires the usual dexterity of limb and mind with walking, bending, and lifting (normal lifting of equipment and supplies). The majority of the work will require extended periods of standing, walking and/or lifting.
- Will have knowledge of resources in the Lebanon Community and surrounding counties, the ability to organize and prioritize unplanned tasks, and provide guidance and support to volunteers.

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