

Position Title:	<b>Sultan Food Bank Coordinator</b>	Department:	<b>Sky Valley</b>
Reports to:	<b>Director of Sky Valley Services</b>	Classification:	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Position Type:	<b>Part Time/25-29 hours/week</b>	Supervises:	Yes <input checked="" type="checkbox"/> <b>Volunteers</b> No <input type="checkbox"/>

*VOLUNTEERS OF AMERICA WESTERN WASHINGTON is a private, not-for-profit human service agency serving the needs of families, seniors and the disabled in Western Washington. Our successful track record of supporting those we serve and being on the leading edge of new and innovative programs makes us a leader among human service agencies in Western Washington. Come be a part of what we do and make a difference every day!*

The primary focus of this position is to support the coordination of the Sultan Food Bank on the Sky Valley Integrated Service Center campus.

**Principal activities:**

Food Bank Coordination:

- Ensure efficient and effective food bank procedures are followed. Maintain ongoing continuous improvements to meet best practices and high standards of service to food bank recipients.
- Adhere to proper and safe food handling/storage practices.
- Coordinate food bank volunteers, and ensure all volunteers adhere to Snohomish County Food Bank Coalition protocols.
- Perform other duties as assigned as it pertains to the Sultan Food Bank.

**Qualifications:**

- Previous experience with food bank protocols and procedures a plus.
- Ability to work independently and follow-through on commitments.
- Maintain effective organizational skills, and able to look for ways to improve processes and deliverables.
- Written/verbal communication skills. Ability to speak Spanish desired.
- Position may require to work evenings and periodic weekends.
- Must be able to successfully pass a background check.
- Must be able to reach above head and perform repetitive movements.
- Must be able to lift items up to 50lbs consistently, with assistance as needed.

If you wish to apply for this position, please email your cover letter and resume to:  
[recruiter@voaww.org](mailto:recruiter@voaww.org).

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*