

SPECIAL SERVICE FOR GROUPS

Title: Distribution Coordinator

Division: APIFM

FLSA: Non-Exempt

Supervisor: Program Manager – Food Roots

Pay Range or Rate: \$20.00/hr

Revised: 08-31-21

Summary

Asian Pacific Islander Forward Movement (APIFM) is a division of Special Service for Groups (SSG), a non-profit health and human service organization dedicated to building and sustaining community-based programs that address the needs of vulnerable communities. APIFM's mission is to cultivate healthy, long-lasting, and vibrant Asian and Pacific Islander communities through grassroots organizing. Programming focuses on four main areas: (1) Healthy food access and education, (2) Active living and transportation, (3) Culture and community health, and (4) Environmental justice.

APIFM has established a regional food hub called Food Roots which connects local and sustainably grown Asian specialty produce to community institutions in L.A. while supporting Asian American farmers. Over the next 2 years, Food Roots will distribute thousands of pounds of fresh food to K-12 schools, health clinics, early childhood education centers, parks, and other CalFresh approved sites. Food Roots will leverage relationships with its existing local farmer network and build new partnerships with wholesale produce distributors, gleaners, and food recovery/rescue organizations to source fresh produce for distribution to assigned sites.

Under the direct supervision of the APIFM Program Manager, the Distribution Coordinator will be responsible for coordinating safe and efficient Food Roots and CalFresh Healthy Living produce distribution at partner sites throughout LA County.

Essential Functions

- Coordinating Food Roots produce distribution which includes:
 - Driving SSG/APIFM vehicles for produce pick up & distribution to all partner sites.
 - Assist with produce distribution events at parks and CalFresh approved sites.
 - Carrying & lifting produce boxes, coolers, containers (can weigh between 40-65lbs).
 - Purchasing and picking up produce from local farmers and wholesale produce distributors.
 - Safe handling, sorting, and repacking of all produce/food items in accordance with all local, state, and federal food safety rules/regulations.
 - Inventory management & quality control of perishable produce/food items.
 - Collecting money/payments from clients.
- Building and developing relationships with Food Roots clients, local farmers, wholesale produce distributors, community members, and partner organizations.
- Communicating with Food Roots farmers weekly to verify produce availability and pricing.
- Outreaching to potential clients to build, grow, and develop the Food Roots customer base.
- Assisting the Program Manager with Food Roots administrative operations including creation of weekly receiving logs, order trackers, invoices, and produce lists.
- Working with the Program Manager to determine where additional support is needed.

Secondary Functions

Work schedule is dependent on weekly orders and are subject to change. Work will not exceed 24 hours per week. Weekend work required.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- A High School Diploma.
- Experience driving and operating large commercial vehicles (i.e. cargo van).

- Must be able to work well with a wide range of multicultural/diverse groups and individuals including coworkers, interns, community members, volunteers, and staff from various agencies.
- Must possess excellent driving, organizational, interpersonal, written, and communication skills.
- At least 1 year of experience work in food service/delivery, wholesale produce distribution, or courier/delivery services (USPS, UPS, Fed Ex, Amazon, etc.)
- Must have a valid class C driver’s license, proof of insurance, and a reliable source of transportation.
- Ability to lift/carry a minimum of 65 lbs.
- Fully COVID-19 vaccinated (must provide valid proof of vaccination)
- Verification of Employment Eligibility and Background Check required.

Non-Essential Qualifications - Knowledge, Skills and Abilities

- At least 1 year of experience working with AANHPI communities.
- Ability to fluently speak an AANHPI language or Spanish preferred.
- ServSafe or equivalent basic California food handler’s certification is a plus.

Supervisory Responsibilities

- None

Environmental Conditions (Working Conditions)

- Exposed to high levels of vehicular traffic (cars, trucks, and buses)
- Exposed to weather conditions prevalent at the time,
- Exposed to high noise levels (street and traffic noise)
- Exposed to physically demanding situations (lifting produce boxes and coolers that can weigh up to 65 lbs)
- Exposed to mentally demanding situations (including but not limited to: emergency situations, accidents, and stress)

Physical Requirements

Will typically spend time standing, walking, driving, lifting/carrying (max. 65lbs), listening, and speaking.

Mental Requirements

Must be able to handle any/all of the following: constant distractions, interruptions, emergency situations, accidents, and uncontrollable changes in priorities/work schedules. Must be able to process information, think, and analyze situations in short periods of time. Must be able to comprehend and follow instructions, maintain work pace appropriate to given workload, relate to other people beyond giving and receiving instructions.

Application Procedure

To apply, please send your resume and a brief cover letter about relevant skills and experience to info@apifm.org. Please input [Position Title – Your Full Name] as your email subject.

I have been given a copy of this Job Description. I understand that I may be asked to perform duties not listed on the description and that management may change this position description at anytime, according to Agency needs.

Employee’ Signature

Date