

**JOB IDENTIFICATION**

**Title:** Hub Coordinator  
**Reports To:** Director of Food Rescue & Transportation  
**Prepared By:** Nora Spitznogle

**Payroll Type:** Hourly  
**Work Status:** Full Time  
**Prepared Date:** 5/20/2021

**JOB SUMMARY**

Working with the Food Rescue team in facilitating the distribution of meals, bulk food, and other items to nonprofit social service agencies, and the receipt, storage, and safe storage of prepared and perishable food donated to Second Helpings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Receives and logs food donations and stores in the appropriate place. Inspects food items to maintain quality standards and sanitation regulations.

Coordinates with Director of Food Rescue and Transportation on sorting, selection, and storage of donated food.

Facilitates the delivery of meals to partner agencies by working with the volunteer and staff drivers to ensure that all items are in the delivery vehicles and delivered with food safety standards adhered to.

Coordinates with Agency Liaison and Food Rescue Staff in activities related to re-direction of food to partner agencies.

Monitors inventory of food for the Hunger Relief and Culinary Job-Training Programs. Communicate to appropriate staff when key inventory is low.

Assists in directing volunteers in cleaning and organizing of the hub coolers and freezer, volunteer drivers, driver companions, bread area volunteers.

Follows all safe food handling procedures; maintain ServSafe certification.

Maintains cleanliness of the hub area.

Delivers of food to partner agencies (when necessary).

Pick-ups excess prepared food from donor sites (when necessary).

Provide assistance in other areas as requested and when time permits.

**CORE COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following Second Helpings core competencies.

**Customer Service:** Responds promptly to customer needs and resolves conflict appropriately; solicits customer feedback to improve service; treats others with respect; responds to requests for service and assistance; meets commitments; communicates effectively.

**Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes constructive feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed by assisting colleagues willingly and by meeting commitments; able to build morale and group commitments to reach goals and objectives.**Reliability:** Keeps absenteeism and tardiness to a

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Supervisor Initials: \_\_\_\_\_ Review Date: \_\_\_\_\_

minimum; ensures work responsibilities are covered when absent; manages time effectively so as to meet schedules.

**JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Must be at least 25 years old. Must have management experience, foodservice background preferred.

Must have a valid Indiana Operators driver’s license and a documented safe motor vehicle report.

Must be able to successfully complete ServSafe certified food-handling program.

**KNOWLEDGE, SKILLS, ABILITIES**

Must be highly dependable and responsible. Must have the ability to communicate well verbally and keep neat, accurate records. Must have good organizational skills and ability to handle multiple priorities. Must be able to work independently and under pressure. Must be outgoing and have a positive demeanor.

Must be able to work well with people of all backgrounds, cultural groups and economic levels.

Must demonstrate excellent judgment. Must have the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Computer literate and able to use Word, Excel, and the Internet.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 80 pounds. The employee is required to move at a brisk pace and should possess stamina for physical work. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; outside weather conditions; extreme cold and extreme heat. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate to loud.

**SIGNATURE SECTION**

Acknowledged by:

Employee Initials: \_\_\_\_\_ Review Date: \_\_\_\_\_  
Supervisor Initials: \_\_\_\_\_ Review Date: \_\_\_\_\_