



DROP-IN ACCESS CENTER FOR PEOPLE EXPERIENCING HOMELESSNESS

Food Coordinator

Part-Time | *10-15 hours/week*

ROLE SUMMARY

The NoHo Home Alliance Food Coordinator is responsible for the sourcing and inventory maintenance of food for our Drop-In Access Center. The Food Coordinator makes the dignified, healthy meals we serve possible by building and maintaining reliable systems of supplying our food.

This is a part-time staff position for 10 – 15 hours a week. The role includes on-site and off-site work in the North Hollywood/East SFV area, as well as a portion of work that can be completed remotely. The role will require a portion of pre-scheduled on-site time(3-5 hours/week, may include weekends); the remaining work can be completed on the staff member's schedule.

RESPONSIBILITIES

The Food Coordinator is responsible for coordinating the short-term supply and long-term systems planning which brings healthy, sustainable food to our guests at the Drop-In Access Center.

- Weekly Food Supply - Maintaining stock of weekly staple foods and kitchen supplies
- Meal Planning – support the volunteer Kitchen Leads with weekly recipe planning, including communicating kitchen inventory and sourcing ingredients
- Food Sourcing – coordinating purchases from vendors to maximize cost efficiency, local sourcing, bulk purchasing, and minimal food waste
- Food Rescue & Food Waste – coordinating with our food rescue partnerships, including partnership agreements, transportation, and scheduling, in order to match food excess in our neighborhood with the needs and capacity of our meal program
- Bagged Lunch Coordination - coordinate supply of weekly bagged lunches, including receipt of donated bags on Sundays, making of additional bags on-site with volunteers, and completion of supplemental materials
- Research & Outreach – expanding our list of vendors & food rescue partners to maximize healthy, locally sourced, cost-efficient, and environmentally sustainable food.
- Bulk Order Receipt & Transportation– periodically transporting purchases or donations from off-site locations to NoHo Home Alliance, coordinating volunteer transport, or receiving donations on-site



- Process Improvement – meet with Kitchen Teams and NoHo Home staff on a regular basis to discuss system improvements and needs. Implement ad-hoc projects and initiatives to ensure best meals and systems for the program.

QUALIFICATIONS

- Strong organizational and communication skills
- Ability to self-manage time and schedules with reliability
- Ability to manage multiple tasks and projects simultaneously
- Technology Literacy – comfort with:
 - communicating in a professional manner via email, messaging apps, and phone
 - creating & editing documents in Word, Excel, and PDF
- A driver's license and regular access to a vehicle

The Food Coordinator will uphold our Values regarding Food Justice:

- The food insecurity our guests experience is the result of systems which prioritize profit over basic human needs. These broken systems lead to hunger in our neighborhoods and food excess and waste in food supply systems. We alleviate our neighbors' hunger in defiance of these systems of scarcity, and advocate for systems which center the well-being of all Angelenos.
- We take care of our neighborhood not just by feeding our neighbors, but by respecting the environment. We minimize waste and single-use plastic and prioritize food rescue to re-direct food which would have ended up in carbon-producing landfills.

POSITION DETAILS

1. **Part-Time** – 10 - 15 hours/week
2. **Wage** – \$24/hour
3. **Location** – North Hollywood, CA. | This is not a remote position
4. **Paid Time Off** – 40 hours of paid personal leave/year
5. **Start Date** – Immediate Hire
6. **Supervisor** – this role reports to the Executive Director
7. **Equipment** – a work cell phone & laptop will be provided.
8. **Vehicle Use** – gas mileage reimbursement included

TO APPLY: Email a resume and a short paragraph describing your interest in the position and the work at NoHo Home Alliance to info@nohohome.org.



PHYSICAL REQUIREMENTS

Amount of Each Work Day Spent – **Standing** 20% **Walking** 20% **Sitting** 60% **Total** 100%

Employee Works – **Inside** 80% **Outside** 20%

Working Environment – cement floor kitchen, vinyl floor program area, various terrain at off-site locations.

Physical Activity Required	Total Hours Performed Daily					
	Never	Less than 1	1-2	3-4	5-6	7-8
Lifting under 10 pounds				X		
Lifting 10-25 pounds				X		
Lifting 25-50 pounds			X			
Lifting over 50 pounds	X					
Carrying under 10 pounds				X		
Carrying 10-25 pounds			X			
Carrying 25-50 pounds	X					
Carrying over 50 pounds	X					
Pushing/Pulling under 10 pounds			X			
Pushing/Pulling 10-25 pounds		X				
Pushing/Pulling 25-50 pounds	X					
Pushing/Pulling over 50 pounds	X					
Reaching above shoulder height				X		
Reaching at shoulder height			X			
Reaching below shoulder height				X		
Talking						X
Hearing						X
Vision						X
Stoop/Bend				X		
Squat			X			
Kneel		X				
Climb Ladders		X				
Climb Stairs		X				
Walk on uneven ground		X				