



Senior Food Box Site Coordinator (Orange County)

The Senior Food Box Site Coordinator works closely with the food bank team and local volunteers to organize a monthly distribution of Senior Food Boxes at Heritage Hill Apartments in Orange, Virginia.

The site coordinator will coordinate Senior Food box distribution at the Heritage Hill Apartments in Orange County, Virginia. The person in this role will supervise the delivery of Senior Food boxes, organize the delivery of food boxes by other volunteers using a provided checklist, deliver some boxes, and manage communication with Food Bank staff.

Site Coordinator Responsibilities:

- Assume monthly responsibility for the Senior Food Box delivery to residents of Heritage Hill Apartments (location details, below).
- Meet the Food Bank's truck promptly at 10 AM and count the number of food boxes and cheeses that arrive, sign packing list. At the end of the distribution, confirm quantities distributed and the leftover food supplies.
- Using a printed list of names that Food Bank staff will provide you, check off names as boxes are delivered to seniors
- Coordinate with food bank staff and local volunteers to deliver Senior Food Boxes to individual apartments
- Assist seniors with completing required paperwork to enroll in Senior Food Box (CFSP) program, as needed and appropriate
- After the box delivery concludes, provide Food Bank staff with paperwork and quantities as described above.
- Maintain clear, up-to-date communication with Food Bank staff

Qualifications & Requirements:

- Willingness to commit to this role for a minimum of 6 months, to provide consistency
- Strong communication skills and attention to detail
- Excellent customer service and willingness to assist others
- Comfort speaking and interacting with guests from varied and diverse backgrounds
- Ability to work independently and collaboratively with Food Bank staff, volunteers, and guests
- Ability to stand for 3+ hours
- Ability to repetitively lift and carry 30-pound food boxes
- Access to phone and email
- Access to reliable transportation, and a valid driver's license

Location and Schedule Details:

These distributions will be administered at Heritage Hill Apartments, 235 Spicers Mill Rd, Orange, VA 22960

Senior Food boxes will be delivered the third Thursday of the month from **10-12 PM** every month.

In case of inclement weather, the Food Bank program manager will notify the site coordinator as soon as the decision to cancel is finalized, *no later than 6:30am on the day of the distribution.*

Time/Age Restrictions:

- Must be at least 18 years of age.
- We ask for an initial commitment to serve in this capacity once per month for **6 months**, since consistency is important.

The Blue Ridge Area Food Bank is an Equal Opportunity Employer and **strongly encourages people with lived experiences of hunger** and members of traditionally underrepresented communities to apply, including people of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English.

Dress Code:

- For safety reasons, volunteers attending food distributions must wear close-toed shoes (no sandals or flip flops) and comfortable, appropriate clothes suitable for the weather of the day.

Training:

- Food Bank staff will provide an overview of the federal program known officially as the Commodity Supplemental Food Program (CSFP).
- Food Bank staff will provide necessary training, supervision, and support.

This role is managed by:

Allie Henning

Senior and Child Nutrition Programs Coordinator

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