

## CONNECTING TABLES COORDINATOR

The Ivy Table is a non-profit pay-it-forward cafe in Brighton, MI. Our mission involves using food and hospitality to provide faith, hope, and love to those around us. Our cafe is a welcoming space where the entire community, regardless of story, circumstance, or financial means is invited to gather for fresh, healthy, and delicious food.

The Connecting Tables Coordinator will oversee and organize the Connecting Tables Ministry, interacting with volunteers, supporters, and potential partners in a way that represents the values of The Ivy Table and maximizes overall customer satisfaction.

### **GENERAL RESPONSIBILITIES (Part-time, Approx 10 hrs/wk)**

#### **1) Procurement of Donated Surplus Food**

- Works with Community Relations Coordinator and ED in educating the community about food waste and food donation
- Works to secure new food donation sources
- Manages yearly food donation partnership agreements
- Ensures all incoming food donations are properly handled and logged
- Coordinates volunteers to pick up and sort through donated food

#### **2) Creation of Meals**

- Works with Kitchen Manager, staff, and volunteers to create complete meals that can be packaged

#### **3) Packing and Distributing Meals**

- Works with on site-overseers of free meal fridges to optimize delivery schedule and minimize waste
- Assesses potential new fridge locations
- Trains volunteers
- Coordinates volunteer schedules
- Oversees that packed meals that are nutritionally balanced and attractive
- Manages inventory of packing containers and labels
- Makes sure that all meals are properly labeled with ingredients, known allergens, and use-by dates
- Responsible for logging how many meals go to each location
- Coordinates food donation delivery volunteers

#### **Qualifications Needed:**

- Unwavering commitment to the mission of the The Ivy Table
- Demonstrated ability to engage and motivate others
- Strong organizational and project management abilities
- Excellent communication skills
- Ability to collaborate with others
- Ability to lift 40 pounds
- Outgoing, positive personality
- Strong work ethic with a high degree of energy

*\*This is only a preliminary job description, which will likely evolve over time.*