

SPECIAL SERVICE FOR GROUPS, INC.

<b>Title:</b> Distribution Coordinator I	<b>Division:</b> APIFM
<b>FLSA:</b> Non-Exempt, 40 hours/week	<b>Supervisor:</b> Program Manager – CFHL
<b>Pay Range or Rate:</b> \$20 to \$23/hr with benefits	<b>Revised:</b> N/A

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 (API) communities through community-centered engagement, education, and advocacy.

APIFM has established a regional food hub called Food Roots Harvest (FRH) which connects local and sustainably grown Asian specialty produce to community institutions in L.A. while supporting Asian American farmers. FRH will distribute thousands of pounds of fresh food to K-12 schools, health clinics, early childhood education centers, parks, and other CalFresh-approved sites. FRH 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 I will be responsible for coordinating safe and efficient Food Roots and CalFresh Healthy Living produce distribution at partner sites throughout LA County.

Essential Functions

- Maintain and uphold Agency mission statement, values, policies, procedures and principles.
- Coordinating Food Roots Harvest (FRH) produce distribution including:
  - Planning delivery routes and driving SSG/APIFM vehicles for produce pick up & distribution to all partner sites.
  - Coordinating produce distribution events at parks and CalFresh approved sites.
  - Carrying & lifting produce boxes, coolers, containers (can weigh between 40-65lbs).
  - Communicating with FRH farmers and clients weekly to verify produce availability and pricing.
  - 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.
  - Maintaining and sanitizing FRH vehicles, equipment, and work areas.
  - Inventory management & quality control of perishable produce/food items.
  - Updating FRH food safety manual and operational protocols and procedures.
  - Creating weekly receiving logs, order trackers, invoices, and produce lists.
  - Tracking and collecting money/payments from Food Roots Harvest clients.
  - Maintain and update the Food Roots Harvest operations/logistics software
- Assist in conducting data entry and tracking progress toward program objectives.
- Create content for APIFM’s Food Roots communication platforms (website, newsletters, social media, etc.)
- Building and developing relationships with Food Roots Harvest clients, local farmers, wholesale produce distributors, community members, and partner organizations.
- Work with the Program Manager to determine where additional support is needed.
- Regular attendance is required.

Secondary Functions

*Special Service for Groups is an Equal Opportunity/Affirmative Action Employer*

Typical daily work schedule is 7:30 AM - 4:00 PM; however, this depends on weekly orders and is subject to change. Work will not exceed 40 hours per week. Weekend work may be required.

### Minimum Qualifications - Knowledge, Skills, and Abilities Required

- A High School Diploma.
- Ability to lift/carry a minimum of 65 lbs.
- At least 1 year of work experience in food service/delivery, wholesale produce distribution, or courier/delivery services (USPS, UPS, Fed Ex, Amazon, etc.)
- Experience driving and operating large commercial vehicles (i.e. cargo vans).
- 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.
- Must have a valid class C driver's license, proof of insurance, and a reliable source of transportation.
- Maintain and uphold agency's mission statement, values, policies, procedures, and principles
- Verification of Employment Eligibility and Background Check required.
- Fully COVID-19 vaccinated (must provide valid proof of vaccination)

### 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 certification is a plus.
- Proficiency in Microsoft office (MS Excel), G Suite (Google Sheets), Airtable, Canva, and Adobe Suite preferred.

### 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 a work pace appropriate to given workload, and relate to other people beyond giving and receiving instructions.

**How to Apply:** To apply for this position, please submit your resume and cover letter explaining your interest and qualifications to [info@apifm.org](mailto:info@apifm.org) with the subject heading: "Distribution Coordinator - Your Name." This position is open until filled.

Leave this section for hiring.....

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 any time, according to Agency needs.

\_\_\_\_\_  
Employee' Signature

\_\_\_\_\_  
Date