

RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: SPECIALTY SMALL CROP GRANT COORDINATOR

WORK YEAR: 221 Days - Part Time

PRIMARY FUNCTION:

Under the direction of the Assistant Director for Nutrition Services or designee, create and coordinate partnerships across the food system between growers, small school districts, childcare centers, senior centers, corner stores, WIC centers, small schools and senior produce markets and local restaurants. This is a three-year grant funded position, which will be part-time with a flexible work schedule.

ASSIGNED RESPONSIBILITIES:

- Complete objectives and outcomes as outlined in the grant.
- Build relationships and trust through regular communication with area farmers and buyers.
- Communicate effectively and frequently with farmers to support their growth and align production with market demand.
- Assess produce quality before and during packing, and implement system of feedback and education for farmers to address any quality issues.
- Maintain Food Hub warehouse space for cleanliness and organization and for effective and efficient use of space.
- Assist in maintaining records weekly for farmer deliveries to help ensure accurate farmer payments.
- Assist in maintaining purchase records weekly to help ensure accurate customer orders.
- Respond to customer service inquiries to help ensure customer satisfaction.
- Communicate with staff and/or volunteers at delivery sites to troubleshoot delivery or pick-up concerns.
- Assist with writing project reports and preparations of quarterly reports as well as maintaining program reporting and tracking systems.
- Confer with Nutrition Services staff concerning programs and materials needed to meet grant requirements.
- Participate in meetings and in-service training programs as assigned.
- Perform related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:

Experience in handling produce and assessing produce quality.

Community organizing and cross-cultural experience helpful; prepared to build relationships with farmer participants.

Equipment as assigned by the position.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Good interpersonal skills; ability to communicate with diverse personalities, tactful, mature and flexible.

Working knowledge of computer software.

Basic record-keeping techniques.

Ability to:

Work well within a rapidly changing environment; be self-motivated and directed.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Print and write legibly.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Learn procedures, functions and limitations of the grant.

Learn to apply and explain policies and procedures related to the grant.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

Physical:

Perform varied and repetitive tasks including manual lifting between 25-50 pounds

Hearing and speaking to exchange information

Bending at the waist, kneeling or crouching

Standing and walking for extended periods of time

Environment:

Indoor/Outdoor conditions that vary from hot, humid to cold, and wet

Ability to work some evenings and weekends

EDUCATION AND EXPERIENCE:

H.S. Diploma or equivalent. B.S. degree in sustainable agriculture and food systems preferred.

Two (2) years of experience in food procurement. Experience may be substituted for education.

Bi-lingual preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and a clean motor vehicle record.

Access to reliable private transportation necessary.

Food Handler's Card or Serve Safe Certification.