**Food and Facilities Coordinator Job Description**

**Employment with:** We Will Go

**Job:** Food and Facilities Coordinator

**Location of WWG Office:** 809 N. Farish St. Jackson, MS 39202

**Amount to be paid:** $15 an hour. Full – Time Position.

**Benefits:** Eligible for Retirement Program and Health Benefits after 30 days.

**Paid Time Off:** Eligible for Paid Days Off. Pro- rated based on start date.

**Direct Supervisor:** Olivia Hamilton, Director of Essential Food

**Board:** WWG has an executive board that votes, advises, and makes decisions concerning bylaws, employees, policies, and direction of programs.

**Job Responsibilities**

* Report to work Monday - Friday from 8:00-5:00pm (up to 40 hours a week).
* Report to work on the second Saturday of each month from 8:30am-12:00pm (overtime pay will be applied).
* Work directly under the Director of Essential Food.
* Pickup and unload food donations throughout the week.
* Driving and operating our box truck and securing donations for transport.
* Participate and lead in the We Will Feed program every Tuesday and Thursday morning.
* Program Description: signing in neighbors, completing paperwork, compiling food bags and boxes, carrying food boxes, helping to load cars, engaging with neighbors and volunteers, leading out in prayer.
* Restock shelves, sort, and put away all food and essential donations.
* Help maintain inventory counts and required storage guidelines.
* Engage with other staff, volunteers, and visitors.
* Clean food pantry, storage space, and waiting room.
* We observe national holidays and have some closures during the year related to holidays and programing needs.
* Maintain the cleanliness of office spaces and Urban Sip on a weekly basis.
* Cleans and assists with upkeep of the facilities.
* Remove all trash from both program buildings at the end of each day.
* Complete low-level maintenance tasks assigned through We Will Go’s internal Maintenance List each day.
* Cut grass and maintain landscaping as needed during seasonal months.
* Performs other duties as assigned.

**Skills and Qualifications**

* Ability to lift at least 50 pounds.
* Knowledge and ability to operate basic equipment, including but not limited to, pallet jack, box truck, pallet scale, lawn care equipment, basic tools, etc.
* Excellent time management skills and ability to multi-task and prioritize projects.
* Attention to detail and problem-solving skills.
* Excellent written and verbal communication skills.
* Strong organizational and planning skills.
* Ability to work within a professional team dynamic.
* Ability to utilize Microsoft Office Systems and electronic communication platforms.
* High school diploma or equivalent.
* Possession of a valid driver’s license.

This position is structured for morning hours to be spent working in our food pantry, either processing donations or assisting in the distribution program, and afternoon hours to be spent maintaining our facilities. We expect maintaining our facilities to entail cleaning office and program spaces and performing general repairs that do not require a specialized technician.

For more information or to apply, please contact:

Olivia Hamilton

Director of Essential Food

[food@wewillgo.org](mailto:food@wewillgo.org)

601-398-2410 ext. 108