

Job Description: Pickup Coordinator

The Pickup Coordinator is responsible for the entire process of rescuing food from our partner suppliers. This role is crucial for securing the ingredients used in our Wasteless Wednesday dinners and other events. The coordinator ensures that food collections are consistent, efficient, and well-managed by our team of volunteers.

Core Responsibilities:

- Manage and maintain relationships with current food suppliers, serving as their main point of contact.
- Recruit, onboard, and train new volunteers for food pickup shifts.
- Create and manage the weekly pickup schedule, ensuring all shifts are covered by volunteers.
- Coordinate logistics for pickups, including routes, necessary equipment (e.g., cargo bikes, crates), and safety guidelines.
- Communicate with the Menu and Dinner Coordinators about the quantity and type of food collected to facilitate meal planning.
- Troubleshoot any issues that may arise during pickups, such as last-minute volunteer cancellations or changes from suppliers.
- Track and record the weight and category of food collected for internal reporting and impact measurement.

Expected weekly time commitment: 10 hours/week

- Volunteer Management: Scheduling shifts, communicating with the volunteer team via messaging apps, recruiting and training new volunteers.
- Supplier Relations & Logistics: Communicating with suppliers about pickup times and availability, and coordinating pickup routes and equipment.
- Administration & Reporting: Tracking collected food data, updating contact lists, and maintaining scheduling documents.

- Team Coordination: Attending team meetings and liaising with other TBYW coordinators to ensure smooth operational flow from pickup to plate.