

Baxter Community Center: Marketplace Good Food Coordinator

Title	Marketplace Good Food Coordinator
Department	Community Engagement/ Marketplace
Immediate Supervisor	Director of Community Engagement
Classification	Regular, Full time (40/hrs week)
Pay	\$15/hr
Benefits	Health insurance for full-time employees, with optional vision and dental coverage available. Low-cost early childcare may also be available through our on-site programs, depending on eligibility and availability.
Last updated	June 11, 2025

Core Mission: To live out the mission, vision and core values of Baxter Community Center.

Position Summary:

The Good Food Coordinator is a key operational leader responsible for the day-to-day management of Baxter's Marketplace food and clothing pantry. This role ensures that pantry operations run efficiently and that the space remains clean, organized, and welcoming for all who enter. The Good Food Coordinator oversees inventory and donation tracking, monthly reports, maintains the quality and presentation of food and goods, and plays a vital role in delivering compassionate, high-quality service to our neighbors. Strong communication, organization, and customer service skills are essential, with grocery or retail experience considered a valuable asset. They will also play a key role in our community outreach programs related to the Marketplace, such as our Holiday Basket Program.

Essential Functions:

- Direct the day-to-day activities of the pantry, ensuring smooth and consistent service delivery.
- Provide respectful, friendly, and dignified support to all neighbors seeking assistance, representing the values of Baxter Community Center.
- Ensure shelves are neatly stocked, labeled, and organized for ease of access and efficient distribution.
- Accurately track incoming and outgoing inventory, including donations from community members, businesses, and government sources.
- Assess incoming donations for quality, safety, and relevance, sorting items appropriately for storage or distribution.
- Ensure all areas of the pantry are clean, organized, and inviting to neighbors and volunteers at all times.

- Monitor and handle fresh produce to ensure timely distribution, proper storage, and minimal waste from both the Baxter Greenhouse and other sources.
- Coordinate with the director and volunteer team to maintain seamless operations and provide training and guidance as needed.
- Maintain up-to-date records of pantry stock and provide timely updates to the director for planning and procurement purposes.
- Follow food safety and hygiene protocols, maintaining compliance with organizational and local health guidelines.
- Attend Monthly Pantry Network meetings and other professional development workshops and activities pertaining to creating equitable food systems in Grand Rapids (both virtual and in-person).
- Adhere to relevant laws, regulations, and policies related to food safety and distribution.
- Recruit, interview and schedule and manage volunteers in the Marketplace as needed.

Knowledge, Skills & Abilities:

- Ability to communicate effectively and professionally, orally and in writing
- Team player - Ability to work in cooperation and with flexibility with a variety of individuals including neighbors and staff
- Ability to communicate with people of various backgrounds
- Organizational and multitasking abilities; excellent attention to detail
- High level of analytical ability to develop and complete various administrative projects.
- Extensive knowledge of and skills in modern office practices, procedures, and office equipment.
- Proficiency in MS Office (Word, Access, Excel) and database entry
- Requires a high degree of independent judgment, confidentiality, discretion and knowledge related to organizational function and policies

Minimum Qualifications/Education and Experience:

- 1+ years prior work experience in a management position strongly preferred
- 1+ years of experience in a grocery, food service, or retail environment strongly preferred
- ServSafe Manager Certification, or willingness to obtain such certification.
- Excellent verbal and written communication skills

Desirable Qualifications and Characteristics:

- Prior knowledge of food systems in Grand Rapids
- Passionate about food equity
- Bilingual in English and Spanish

Physical Requirements

Average daily physical requirements	Frequency
Work in a stationary position	2 to 5 hours
Move about the work area	2 to 5 hours

Use hand/ fingers to handle or feel	Up to 8 hours a day
Reach with hands and arms	Up to 8 hours a day
Climb (stairs/ ladders) or balance	Less than 1 hour a day
Bend, stoop, kneel, crouch, or crawl	2 to 5 hours
Communicate with others	Up to 8 hours a day
Detect flavors or smells	None
Move objects up to 50 lbs	Weekly
Visual acuity	Up to 8 hours a day
Read and understand written word	Up to 8 hours a day
Drive or travel	Occasional
Operate computer and general office machines	Up to 8 hours a day

Environmental Conditions

Average Daily Environmental Conditions	Frequency
Office environment: no exposure to extreme heat, cold, noise, chemicals or hazardous equipment	More than 8 hours
Medical environment: exposure to body fluids, radiation medical equipment, solvents or chemicals	None
Noise: exposure to constant or intermittent extreme sounds	None
Temperature: exposure to extreme heat or cold either indoors or outside	None

Acknowledgement

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. Baxter Community Center reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon Baxter's at will employment status.

Interested parties should apply via with their resume to
Lindsay@baxtercommunitycenter.org