



Distribution Coordinator

Mission, Vision, and Values

The Nashville Food Project brings people together to grow, cook and share nourishing food, with the goals of cultivating community and alleviating hunger in our city. At The Nashville Food Project, we embrace a vision of vibrant community food security in which everyone in Nashville has access to the food they want and need through a just and sustainable food system. This mission and vision are guided by core organizational values, including hospitality, stewardship, interdependence, learning, justice, and transformation.

Organizational Background

The Nashville Food Project (TNFP) was born from the idea that good food is a matter of basic dignity. Since its start in 2007, TNFP has served thousands of Nashvillians facing food insecurity. In 2011, TNFP was incorporated as an independent nonprofit, shifting the focus of its meals program toward a collaborative partnership model and launching an urban agriculture program. Today, TNFP continues to connect people to nourishing food and to each other through vibrant urban agriculture projects, made-from-scratch meals, and food shared with local partners working to disrupt cycles of poverty.

Position Summary

The Distribution Coordinator is an integral member of the Food Access Team, which works to link nutritious food with communities impacted by food insecurity. This is an externally-facing role, with the Distribution Coordinator serving as a representative of TNFP with community meal partner organizations. Reporting to the Director of Food Access (DFA), the Distribution Coordinator (DC) supports TNFP's Food Access programs by delivering food to partners on a daily basis. This position dedicates a portion of their time to CACFP and SFSP meal programming, with the hours allocated determined by the percentage of TNFP meals that are eligible for reimbursement.

ESSENTIAL JOB FUNCTIONS

- Complete daily morning and afternoon food delivery routes as needed, arriving within delivery windows and fulfilling the needs of each delivery within time requirements
- Review and create daily distribution lists to ensure accuracy of deliveries
- Act as the last set of eyes on all food leaving the TNFP kitchens, confirming that the highest standards of food quality are met and that all meals are properly labeled
- Coordinate, train, and support volunteer drivers on an as-needed basis
- Collaborate with Meals Team to implement systems to ensure outgoing food is properly organized and loaded for delivery
- Adhere to Health Department codes at all times

- Communicate relevant feedback and experiences regarding meals and deliveries to the Community Meals Partnership Manager and DFA, including site delivery updates and any problems/feedback encountered during deliveries
- Assist in coordinating vehicle maintenance for TNFP delivery vehicles
- Ensure distribution cambros and other delivery equipment are clean and in working order
- Support produce deliveries to partner organizations as needed
- Serve as a friendly and attentive representative of TNFP with community meal partners
- Attend organizational meetings as appropriate, including TNFP staff meetings

REQUIRED QUALIFICATIONS

- Valid driver's license and safe driving record
- Ability to consistently lift and move up to 50 pounds and ability to navigate stairs
- Ability to establish and maintain positive working relationships with diverse communities
- Cooperative work ethic and a positive attitude; hard-working, conscientious, and responsible
- Well organized with attention to detail, record keeping and time management skills
- Ability to work independently as well as part of a team
- Ability to manage multiple tasks and work in a fast-paced environment
- Excellent written, oral, and electronic communication skills
- Comfortable driving cargo vans and making deliveries in all seasons and weather conditions
- Willingness to successfully complete ServSafe certification within 90 days of employment
- Use of personal cell phone as needed to complete deliveries
- English fluency, oral and written

PREFERRED QUALIFICATIONS

- High school diploma/equivalent or relevant life experience
- Interest in anti-hunger work and food justice
- Willingness to drive a small box truck and operate a lift gate on occasion/as needed

CLASSIFICATION

This is a full-time, non-exempt hourly position that works 32-40 hours/week. Standard hours are Monday through Friday between 8:30-4:30pm.

COMPENSATION & BENEFITS

Starting hourly wage is \$20/hour. TNFP offers a benefits package for full-time employees including:

- 75% employer paid health insurance for employees, voluntary dental and vision insurance
- 25% employer paid health insurance for dependents, voluntary dental and vision insurance
- Employer paid term-life and AD&D insurance, and long-term disability insurance
- Cell phone stipend
- 15 paid holidays
- Generous Paid Time Off (PTO) program
- Parental leave
- Ongoing training and professional development opportunities

To apply, please send a resume and cover letter outlining your interest in our work and mission to info@thenashvillefoodproject.org. Applications received on or before April 25th, 2025 will receive priority consideration. Candidates will be considered on a rolling basis until the position is filled.

In all aspects of its work, The Nashville Food Project strives for a culture of inclusivity and fairness without discrimination based on race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other characteristics protected by law.