



Loaves & Fishes Food Pantry, Inc.
2050 Lambs Road, Charlottesville, VA 22901
(434) 996-7868
www.cvillefoodpantry.org

Produce Lead

Loaves & Fishes relies on dozens of volunteers each week to inspect, sort, and pack fresh food for distribution to clients. The Produce Lead, under the guidance of the Registered Dietitian (RD), primarily leads produce volunteer shifts and provides oversight, as needed, for other perishable food shifts.

Qualifications:

- Knowledge of various fruits and vegetables, key indicators of freshness, food dating protocols, First In/First Out distribution practices, and a general understanding of common dietary issues (diabetic, high cholesterol, etc.)
- Able to communicate effectively and work with diverse groups of people, including staff, pantry visitors, and volunteers of all ages and backgrounds. Requires a blend of pleasantness, firmness, and patience.
- Able to lift 20-30 pounds repeatedly throughout the day and be on your feet in a fast-paced environment.
- Flexibility and willingness to reassess and change plans (donation volumes, truck running late, unexpected produce deliveries, no-show volunteers) are required.
- Well-organized, able to train and delegate duties and responsibilities.

Responsibilities:

- Assess and inventory new perishable produce received each day.
- Work under the guidance of the RD and Operations Manager to determine which and how much of each perishable food item can be given out at each distribution.
- Oversee and direct produce volunteer shifts (hours listed below) to:
 - Sort produce to ensure quality and freshness,
 - Pack produce bags with a variety of fruits and vegetables, ensuring each bag has equal nutritious options,
 - Repackage large quantity produce into smaller portions when needed,
 - Organize, label, and store packed bags so they are ready for client distribution,
 - Discard any unusable food into pig bucket bins,
 - Store excess produce in accordance with food safety protocols,
 - Clean workspace and restock supplies (bags, baskets, gloves, etc.) for future volunteer shifts

Proposed Work Schedule (Managing Produce Shifts – 14 hours/week, Additional tasks – 6 hours/week):

Day	Work Hours (approx.)	Produce Volunteer Shifts
Monday	10:30 am – 4:00 pm (5.5 hours)	11:00 am – 1:00 pm (4 volunteers): <ul style="list-style-type: none"> • Sort morning produce donations 1:30 pm - 3:30 pm (4 volunteers) <ul style="list-style-type: none"> • Sort afternoon produce donations • Pack produce bags for Tuesday distribution
Tuesday	10:30 am – 1:30 pm (3 hours)	11:00 am – 12:30 pm (4 volunteers) <ul style="list-style-type: none"> • Sort morning produce donations • Pack bags for Tuesday proxy pickups
Wednesday	10:30 am – 1:00 pm (2.5 hours)	11:00 am – 12:30 pm (4 volunteers) <ul style="list-style-type: none"> • Sort morning produce donations • Pack additional produce bags if needed for afternoon distribution

Friday	10:30 am – 1:30 pm (3 hours)	11:00 am – 12:30 pm (4 volunteers) • Sort morning produce donations
Additional 6 hours/week tasks could include: <ul style="list-style-type: none"> • Running farmer's markets during Thursday evening (5:30 – 8:30 pm) or Saturday morning distributions (9:00 am – 12:00 pm) • Assisting the RD with cooking classes and/or community events 		

Compensation and Benefits

Wage: \$20/hour

Benefits: Paid Holidays, including week between Christmas and New Year
Retirement plan with 3% match.

To apply, send [application](#) or work experience and contact information to operationsmanager@cvilleloaves.org.