



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) and Operations Manager, 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 (food allergies, diabetic, high cholesterol, etc.)
- Able to communicate effectively and work with diverse groups of people, including staff, volunteers, and pantry visitors 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 buckets or compost bins
 - Store excess produce in accordance with food safety protocols
 - Clean workspace and restock supplies (bags, baskets, gloves, etc.) for future volunteer shifts
- Support Warehouse and distribution operations:
 - Explain First In First Out (FIFO) practices
 - Organize bread, milk, eggs and dairy/deli food items by type and date
 - Distribute excess/overflow perishable items to partner organizations
 - Provide oversight to bread sorting and dairy/deli volunteers as needed
 - Oversee inventory of necessary supplies (bags, gloves, etc.) and request orders when stock is low
 - Label all perishable food items to indicate the order and quantity of items to be given out at the next distribution and store foods in accordance with food safety protocols.

Work Schedule:

Day	Work Hours (approx.)	Responsibility
Monday	9:00 am – 5:00 pm (8 hours)	Lead produce volunteer shifts 11:00 am – 1:00 pm (4 volunteers): • Sort morning produce donations 1:30 pm - 3:30 pm (4 volunteers): • Sort afternoon produce donations • Pack produce bags for Tuesday distribution • Label produce racks for order of distribution

Tuesday	9:30 am – 1:30 pm (4 hours)	Lead AM produce volunteer shift, 11:00 am – 12:30 pm (4 volunteers): • Sort morning produce donations • Pack bags for Tuesday proxy pickups
Thursday	4:30 – 8:30 pm (4 hours)	• Help prepare for evening distribution • Assist with identifying and distributing excess, large format, or unique perishable items • Pack additional produce bags if needed for distribution
Friday	9:00 am – 4:00 pm (7 hours)	Lead produce volunteer shifts 11:00 am – 12:30 pm (4 volunteers) • Sort morning produce donations 1:30-4:00 pm (4 volunteers) • Sort afternoon produce donations • Pack produce bags for Saturday distribution • Label produce racks for order of distribution
Saturday	8:30 am - 12:30 pm (4 hours)	• Help prepare for Saturday distribution • Assist with identifying and distributing excess, large format, or unique perishable items • Pack additional produce bags if needed for distribution

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](#), resume, and contact information to executivedirector@cvilleloaves.org.