



## Food Distribution Coordinator

Posted June 4th, 2026

Applications are due by June 30th, 2026.

***To apply, please send your resume and letter of interest to  
[info@southportlandfoodcupboard.org](mailto:info@southportlandfoodcupboard.org)***

**Position Type:** Part-Time

**Schedule:** Monday through Thursday

**Hours:** 20 hours per week guaranteed; additional hours available up to 25 hours per week.

**Compensation:** \$22.00–\$25.00, based on qualifications and experience.

**Reports To:** Executive Director

### **About SPFC**

The South Portland Food Cupboard is a non-profit, volunteer-based food pantry dedicated to alleviating hunger. The cupboard organizes volunteers who are committed to the acquisition and distribution of food to hungry people throughout South Portland, Cape Elizabeth, Scarborough, and surrounding communities.

### **Position Summary**

The Food Distribution Coordinator oversees food distribution operations, inventory coordination, and community partner distributions Monday through Thursday. This role is responsible for ensuring distributions run efficiently while

fostering an organized, welcoming, and respectful environment for recipients, volunteers, staff, and community partners.

The ideal candidate is a strong relationship-builder who enjoys working with people and is committed to treating everyone with dignity and respect. They are highly organized, dependable, and collaborative, with the ability to manage multiple priorities, communicate effectively, and contribute positively to a team-oriented workplace. They are comfortable leading by example, supporting volunteers, and helping create a positive experience for all who interact with the South Portland Food Cupboard.

## **Responsibilities**

- Coordinate and manage day-to-day operations Monday through Thursday
- Oversee incoming food inventory and outgoing food distributions
- Coordinate, manage, and assist with all food distributions, including:
  - Tuesday Distribution
  - Wednesday PM Distribution
  - Wednesday Deliveries
  - Thursday Distribution
  - Community partner distributions
- Collaborate with staff and volunteers to maintain efficient daily operations
- Attend weekly staff meetings
- Work closely with the Weekend & Volunteer Coordinator regarding inventory processed over the weekend
- Maintain organization and flow within storage and distribution areas
- Help ensure food distributions are conducted in a professional, welcoming, and respectful manner

- Support a positive and team-oriented workplace culture

### **Qualifications**

- Demonstrated ability to maintain a respectful, compassionate, and people-centered approach in a fast-paced environment
- Strong computer and organizational software skills
- Ability to lift and carry up to 30 pounds
- Strong organizational, communication, and coordination skills
- Professional, dependable, and able to multitask effectively
- Comfortable working collaboratively with volunteers, staff, community partners, and guests
- Forklift certification is a plus
- Experience in food distribution, logistics, warehouse operations, nonprofit work, or community services preferred