



Title: Pantry Coordinator
Status: Part Time, Hourly Non-Exempt
Reports to: Director of Programs
Posting Date: April 30, 2019
Hire Date: May 30, 2019

Summary/Purpose:

The focus of this position is to coordinate River Bend Foodbank food pantry program including inventory, scheduling volunteers, client services and cleanliness. Will ensure compliance with food safety standards and program requirements. Implement and support the direct services provided by River Bend Foodbank pantry. This includes education, policy enforcement, monitoring and compliance to ensure the effectiveness of the program. Will collaborate with leadership in determining all strategic and tactical functions necessary for the program to be successful. This position is responsible for all documents, records and administrative reporting related to the program. The ideal candidate will have experience working in a fast-paced environment, the ability to multi-task, and have excellent customer service skills.

Essential job functions

- Responsible for overall coordination of the food pantry
- Provide excellent guest service in a clean, safe and supportive atmosphere
- Ensure compliance with food safety and operating requirements
- Manage inventory in order to provide a well-balanced supply of food
- Communicate effectively to Director of Operations to ensure well stocked pantry
- Supervise and coordinate intake process, data collection and client information
- Maintain compliance with TEFAP requirements
- Supervise and train volunteers in procedures and specific job functions
- Provide volunteers with a safe, positive and meaningful work experience
- Supervise distribution in the food pantry and ensure compliance with regulations
- Manage conflicts, questions and guest/volunteer interaction in a courteous, professional and friendly manner
- Participate in conferences and on-going education relevant to food shelf management, hunger related issues and governmental programs that impact clients
- Use input from food bank staff, food shelf volunteers and guests to strive for best practices and continuous improvement

Skills, Education and Experience

- College degree preferred, social services experience a plus
- Previous nonprofit experience is desirable
- Good oral and written communication skills
- Must be people oriented, creative and flexible
- Ability to work with diverse groups of individuals
- High quality time management and organizational skills
- Must pass national background check
- Computer proficiency with Microsoft office including Outlook, Word and Excel
- Compassionate and sensitive to the needs of people in poverty

Certificates, Licenses and Registrations

- Unencumbered Driver's License

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, or crouch; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Dress is business casual unless circumstances dictate otherwise.