



Title: Pantry Coordinator – SouthPark Mall
Status: Part Time, Hourly Non-Exempt, \$13.27 per hour
Wage Dependent upon Qualifications and Experience
Reports to: Director of Programs
Posting Date: 07/18/2019 **APPLY IN PERSON:4010 KIMMEL DR. DAVENPORT, IA Monday-Friday 8:30-4:30**
Hire Date: ASAP

Summary/Purpose:

The focus of this position is to coordinate a River Bend Foodbank food pantry including, managing volunteers, as well as serving guests with value, dignity, and cleanliness. Will ensure compliance with food safety standards and program requirements. Will implement and support the direct services provided by River Bend Foodbank pantry. Will collaborate with Programs Director in determining all best practices. 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
- Manage and provide volunteers with a safe, positive, and meaningful volunteer opportunity
- Ensure compliance with food safety
- Order food and communicate effectively to Director of Operations to ensure well stocked pantry
- Supervise and coordinate intake process, data collection, and client information according to best practices
- Work with volunteers to receive delivery of product and stock pantry
- 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 annual TEFAP training
- Other Duties as Assigned

Skills, Education and Experience

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

Certificates, Licenses and Registrations

- Legal Right to Work in the United States
- 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. Must learn to use a pallet jack. 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 code is casual unless duties, circumstance, or conditions deem otherwise.

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