

JOB DESCRIPTION

Job Title: Food Pantry Coordinator (*Part time 30 hours weekly*)

FLSA Status: Exempt

Reports to: Director of Support Services

Summary: Under the direction of the Director of Support Services, the Food Pantry Coordinator oversees the operations of the food pantry, including but not limited to supervision and coordination of food pantry volunteers, purchasing and restocking of food pantry items, cost and quality control, coordination of food delivery program, monthly statistics and reports as required.

Essential Duties & Responsibilities:

1. Maintains food pantry inventory by placing orders with vendors as well as purchasing food and non-food items from local stores.
2. Trains, schedules and provides daily supervision of food pantry volunteers.
3. Coordinates food delivery program, including but not limited to matching volunteers with clients who request delivery, phoning clients to secure their food order, and scheduling volunteers to pick-up and deliver orders.
4. Assures that units of service are recorded in client database.
5. Updates and modifies food pantry menu as needed.
6. Packs food pantry orders and stocks shelves as needed.
7. Responsible for implementing food pantry policies and procedures.
8. All other duties as assigned.

Competency: To perform the job successfully, the individual must be able to perform each essential function satisfactorily.

Qualifications:

1. Candidate should have experience supervising volunteers or working within a non-profit organization. Knowledge of HIV disease and experience working with HIV infected individuals preferred.
2. Skills in verbal and written communication and the ability to plan and organize multiple work tasks as well as good interpersonal communication skills are essential. **Fluency in Spanish and English is preferred.**



Education: Minimum requirement is a High School diploma or equivalent. Additionally, two years of non-profit work experience is preferred.

Language Ability: Must have the ability to communicate effectively in English. Must have the ability to give and receive information clearly.

Reasoning Ability: Must have the ability to apply common sense in carrying out instructions.

Computer Skills: Must have basic knowledge of MS Word, MS Excel, MS Outlook and database software.

Supervisory Responsibility: Supervises food pantry volunteers.

Certificates & Licenses: Must have a valid California Class C driver license with current automobile insurance. Must be able to complete Food Service Manager Certification for Food Safety and Sanitation Principle through Second Harvest Food Bank.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities or special needs to perform the essential functions.

Physical Demands: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. There will be some lifting, carrying, unloading and moving of food products involved. Reasonable accommodations may be made to enable individuals with disabilities or special needs to perform the essential functions.

Salary & Benefits: Salary is commensurate with qualifications and experience. Benefits are as outlined in the Human Resources Policies and Procedures.

ASF is an equal opportunity employer.



ACKNOWLEDGMENT:

I, (print name) _____ have read and understand the above job description and agree to comply with and be subject to its conditions. I understand that the Agency reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. I certify that I am able to perform the job duties as described with or without an accommodation.

EMPLOYEE SIGNATURE:

Print Name	Signature	Date
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HR SIGNATURE:

Print Name	Signature	Date
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