

Job Description

Valley Interfaith Community Resource Center

JOB TITLE: Pantry Coordinator

REPORTS TO: Programs Director

SUMMARY: Provide leadership and oversight of pantry program. Ensure maintenance of effective daily operations, standards of cleanliness & safety protocols, and appropriate training of all pantry volunteers. Be the liaison between the PD, the ED and the volunteers and external vendors and donors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1) Pantry Management

- Supervise pantry service delivery & pantry volunteers to ensure consistency, effectiveness and quality client care.
- Maintain adequate supplies of food & pantry items by ensuring weekly inventory, daily food donation pick-ups, and food purchase orders are completed.
- Maintain written pantry policies & procedures as necessary, and required.
- Maintain all pantry records and pantry reports as necessary, and required.
- Coordinate with the Programs Director to develop and manage pantry budget.
- Effectively communicate pantry needs or concerns with PD, as appropriate.
- Ensure relationships with food partners are maintained.

2) Volunteer Staffing & Training

- Communicate volunteer staffing needs to Volunteer Coordinator in a timely manner.
- Train pantry volunteers to ensure consistent, effective, quality client care.

3) Facilities Management

- Ensure standards of cleanliness and safety protocols are maintained in all pantry areas.
- Ensure proper protections for all equipment are in place to include agency vehicle.
- Ensure USDA compliance & pantry standards are upheld.

4) Standards of Performance

- When all responsibilities are performed timely and in a professional manner.
- Positive relationships with outside agencies or contacts are maintained.
- Efforts meet minimal quotas.
- Routine program responsibilities are being carried out with minimal reminders or supervision from PD.
- Evidence has been shown of working toward completion of yearly objectives.
- Clients are cared for in a professional manner according to the standards of VICRC

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications: High School Diploma or GED equivalent required, Minimum of 1 year experience in food services management or leadership role is preferred. Candidates must have excellent organizational skills. Candidates with a valid driver's license and good driving record are preferred. Position requires leadership, communication, flexibility, and initiative.

PHYSICAL DEMANDS: Must be able to move within the center, travel from site to site within the service area and lift up to 50 pounds.

WORK ENVIRONMENT: An office and warehouse environment.

This is to verify that I have read and that I understand the Job Description for this position, which I occupy, for which I am being hired, or to which I am promoted.

Staff Signature

Date

Human Resources or Director

Date