



Job Description

Job Title: Food Pantry Coordinator

Reports to: CSBG Program Director

Department: CSBG

Approved By: Kyle Borger, Executive Director

FLSA Status: Non-Exempt **Date:** 12/22/2021

Wage: Non-Exempt 1

Summary

The Food Pantry Coordinator is responsible for the procurement and distribution of food, including pickup, receipt, storage, and distribution of food to community members in need. Trains and manages staff and volunteers to ensure that client needs are met. Understands the community in order to participate in outreach and referral services to community resources. Provides data entry and case management in order to assist with other agency programs.

Responsibilities

1. Maintain adequate food supply to provide the best quality food within established budgets.
2. Order and receive food and validate invoices from food bank.
3. Pickup, receive, and record food donations.
4. Stock warehouse and ensure all food is sorted and stored in a safe and sanitary manner.
5. Inventory food as required and provide required food bank reports.
6. Work with area grocery stores regarding food pickups.
7. Utilize First In First Out inventory practices to ensure food quality and minimize waste.
8. Organize and oversee food distribution process with help of other staff or volunteers.
9. Orient volunteers to food available and tasks to be done to prepare for food distributions.
10. Manage client parking and entry/exit from pantry with the help of other staff or volunteers.
11. Implement food pantry safety policies and procedures as required.
12. Train, motivate, supervise, and evaluate volunteer staff.
13. Schedule staff or volunteers to ensure consistent, adequate support for operations.
14. Develop volunteer opportunities as possible.
15. Maintain a clean, well-ordered storage area and distribution space.
16. Ensure all equipment is in good working order.
17. Assist Program Director or Executive Director with year-end budget process.
18. Other duties as assigned.

REQUIRED QUALIFICATIONS

1. High School Diploma or GED may be accepted with 2 years' experience in related field.
2. Professional presentation and attire. Must dress according to dress code policy.
3. Previous experience answering phones and transferring calls.
4. Speaks clearly in a manner that is easily understood and is acceptable to people of varied backgrounds.
5. Customer Service Experience. Must make customers feel welcome and valued. Addresses customer concerns or complaints with empathy and professionalism while following all relevant agency policies.
6. Must be able to manage time and work collaboratively as a team member.



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7. Must have a current driver's license and your own transportation. Must have proof of and maintain vehicle liability insurance.
8. Certified in food handling safety standards (training provided if needed).
9. Ability to walk, stand, sit, and lift boxes up to 25lbs.

If no qualified candidates are available other candidates may be considered but will receive non-qualified pay until proving competent in all areas listed above.

Requirements to become Qualified if no previous experience or not qualified

1. 2 years on the job experience and designated competent in all areas of responsibility.
2. Completed 90-day probation period.
3. Completed food handling safety standards training within 90 days.

Statements

"We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status."

WYO HELP complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Human Resources at 307-532-0269.