



## FOOD PANTRY COORDINATOR

HOPE Helps, a local non-profit with a mission to prevent homelessness and keep families in their homes, is looking for a dynamic and organized person to join our team as a Food/Pantry Coordinator. This position is responsible for food purchasing and coordinating delivery to site, scheduling and supervision of volunteers for packaging and stocking food for client distribution, food drive coordination, and basic data collection. The ideal candidate would have previous non-profit or pantry experience and show a dedication to the mission of HOPE.

- Understanding HOPE's Mission, values and structure.
- Possess thorough knowledge and understanding of HOPE's mission, programs, and upcoming outreach events.
- Greet and assist all clients, volunteers, donors in a friendly and courteous manner in person and via email/phone (as needed for back up to Resource Specialist).
- Manage and assist with food inventory, stocking pantry shelves, outreach event food inventory and food rotation schedule per HOPE's guidelines.
- Order food/produce (to include Pantry and Kids of HOPE) on a routine basis and act as HOPE's liaison for Second Harvest Food Bank. Maintain contact list of vendors and food partners. Work alongside Program Manager to determine packing and distribution dates for Kids of HOPE
- Manages food drive spreadsheet and schedule to include delivery, pick-up and drop off from various community drives.
- Oversees and works alongside Volunteer Food Drivers to arrange pick-up and delivery of donated pantry food from vendor sites, when needed.
- Supervises and schedules pantry volunteer days/hours, oversee food packing and cleaning. Follow-up with volunteers with any scheduling needs or cancellations and communicate gaps in scheduling to Volunteer Manager.
- Train all volunteers/groups for various Pantry roles and responsibilities following hand off from Volunteer Manager.
- Keeps pantry, refrigerators and freezers clean and in compliance with established standards from the Department of Health and HOPE's policies.
- Compiles requested statistics on food pantry, to include pantry visits/donations, temperature checks, food vendor reporting, etc. Maintain annual Food Handling certification, provided by HOPE.
- Organize and maintain volunteer check-in area (Kiosk, Donation Logs, Food Drive Board, Pantry Manuals, etc.).
- Assist in HOPE's Emergency Network Services (HENS) program with food distribution, as needed.
- Enter food pantry services daily into Homeless Management Information Services database (HMIS).
- Assist Resource Team with call logs and reporting, as assigned/needed.
- Take direction, act as liaison between pantry clients and Resource Team, provide suggestions to Resource Team and implement policies and procedures.
- Skills/Attributes: Ability to adapt in various environments, Maintain Confidentiality, Team Oriented, Possess High Level Customer Service skills, Ability to be Firm and Pleasant when Enforcing Pantry Policies, Organized, Patient/Discerning, Energetic.
- Preferred: Previous Food/Pantry experience, Bilingual, Previous Nonprofit Experience.

Please send resume, cover letter and pay rate expectation to [resume@hopehelps.org](mailto:resume@hopehelps.org) with FOOD PANTRY COORDINATOR in the subject line.