



FOOD PANTRY COORDINATOR

HOPE Helps, a local non-profit with a mission to prevent hunger and homelessness, is looking for a dynamic and organized person to join our team as a Food/Pantry Coordinator. This 25 hour 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 and thorough knowledge of HOPE's Mission, Vision, Values, Programs, Structure and Outreach Events.
- Greet and assist all clients, volunteers, donors in a friendly and courteous manner in person and via email/phone (as needed to assist Resource Specialist) and other administrative duties as assigned.
- 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 Kids of HOPE) on a routine basis and act as HOPE's liaison for Second Harvest Food Bank. Work alongside Director of Client Programs to help track annual food budget expenses and utilize grant funds, accordingly.
- Maintain contact list of vendors and food partners (produce, grocery partners, restaurants, etc.).
- Manages food drive spreadsheet and scheduling to include delivery, pick-up and drop off from various community drives. Goal of two drives per quarter. Ensure food drives are logged for Development use (Thank Yous/In-Kind).
- Manages Volunteer food drivers and schedules, with Volunteer Lead, to arrange pick-up and delivery of donated pantry food from vendor sites. Communicate Holidays/closures to the drivers, when applicable.
- Supervises and schedules pantry volunteer days/hours, oversee overall food rationing and daily pantry cleanings. Follow-up with volunteers with any scheduling needs or cancellations and communicate gaps in scheduling to Volunteer Department.
- Maintain Nutritious Pantry Network guidelines and certifications, as required by Second Harvest Food Bank.
- Monitor HOPE's Volunteer phone system/portal for any day to day call outs.
- Work alongside Volunteer Department on planning and executing bi-annual pantry volunteer meetings.
- Train all volunteers/groups for various Pantry roles and responsibilities following hand off from Volunteer Department.
- Keeps pantry, refrigerators and freezers clean and in compliance with established standards from the Department of Health and HOPE's policies.
- Compile requested statistics related to the food pantry, to include pantry visits/donations (logs), temperature checks, food vendor reporting, etc. Maintain annual Food Handling certification.
- 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 and hygiene distribution, as needed.
- Enter daily food pantry/KOH services into HOPE's current database.
- Schedule and prepare agendas for monthly one on one meetings with Supervisor.
- 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, Work with and Lead Volunteers 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, Prior Nonprofit Experience.

Please send resume, cover letter and pay rate expectation to resume@hopehelps.org with FOOD PANTRY COORDINATOR in the subject line.