



| | |
|------------------------|--|
| Position Title: | Pantry Coordinator |
| Reports To: | Executive Director & Board of Directors |
| FTE: | .2 (8 hours/week) |
| Wage: | \$16-\$20 (based on experience) |
| Created: | October 10, 2022 |

General Description:

The following descriptions are guidelines. They are not intended to identify every task that an employee will be asked to complete. They are intended as a general outline of the essential work responsibilities and qualifications of the position. Employees are expected to provide whatever assistance is needed so that both the agency mission and individual success will be achieved.

General Function:

Under the general supervision of the Executive Director and Board of Directors, the Pantry Coordinator is responsible for assisting in overall operations and functioning of mobile food pantry at pantry sites. This includes ensuring food safety standards, as well as training, supervision, and tracking of site volunteers.

Diversity and Equity:

- Values working in a multi-cultural, diverse environment
- Values and supports inclusion and program access for clients
- Supports agency goals for enhancing diversity and equity within program areas

Collaboration:

- Ability to work effectively in collaboration with other agencies, while also able to work independently
- Ability and commitment to work effectively within a team-dependent environment and provide leadership and support to staff or volunteers
- Provide information and assist with linkage to broader community and social services, particularly low income/limited resources communities
- Ability to work and communicate effectively with a broad range of individuals and groups, any bi-lingual fluency is preferred but not required
- Ability to connect position roles and agency mission

Essential Duties and Responsibilities:

- Essential functions and operations of pantry
- Maintain food storage areas in compliance with safety and sanitation standards
- Keep temperature logs, monitor food shelf dates, and keep all areas food safe
- Load food from the Oregon Book Bank delivery; able to lift 50 pounds
- Distribute food to families with professionalism and compassion
- Assist with the organization of food on the mobile pantry once at the distribution site
- Handle the clean-up of the mobile food pantry after distribution, taking any extra food to food storage area
- Assist with coordination and support of volunteers
- Maintain confidentiality policies and respect the privacy of participating families
- Assist with completion of site OFB reports, and assist with any additional data collection, tracking, and reporting as needed
- Help keep pantries in compliance during recalls

- Support maintenance of food pantry files in collaboration with Oregon Food Bank and/or Food for Families Board of Directors
- Attend Oregon Food Bank orientation and other required orientations/trainings
- Obtain OFB approved Food Handler's Card
- Develop positive relationships with families, and school staff
- Communicate ideas and concerns to the Executive Director and Board of Directors in a timely manner
- Attend community and outreach as Food for Families representatives
- Coordinate activities and donations with Executive Director and Board of Directors
- Other duties and responsibilities as assigned

Preferred Knowledge, Skills, and Abilities:

- Experience working with families in an enriching, positive manner
- Experience working in public school settings
- Experience in community and donor outreach
- Willingness to ask questions and seek clarification when needed
- Ability to work effectively both independently and within a team environment
- Ability to manage multiple projects simultaneously
- Ability to maintain professional boundaries and confidentiality
- Possess excellent time management and organizational skills
- Possess strong verbal and written communication skills
- Ability to maintain appropriate and professional relationships with clients and volunteers
- Ability to communicate effectively with a broad range of individuals and groups

Requirements:

- Some high school completion
- A Food Handlers' Card valid in Multnomah and Clackamas counties will be required at time of employment. Further food safety trainings may be required by partner organizations

Work Environment:

Work is normally performed in a school, warehouse setting, and outside. Position may require occasional early morning and evening work. Position requires ability to sit for extended periods. Position requires use of computer, telephone, fax machine, copier, and may require accessing locations by use of stairs. This position requires the ability to lift up to 50 pounds on a regular basis and to move high volumes of food in an average workday. Position requires ability to drive cargo van and navigate through urban traffic areas safely. Must be able to regularly perform the following activities: bend, stretch, squat and twist while lifting or carrying items and moving in a safe manner. Must practice safe lifting techniques at all times. On occasion, repetitive heavy lifting may be required.

Food for Families is committed to building a diverse workforce to broaden and deepen our work in the communities we serve. We strongly urge candidates from communities of color, disability, LGBT, linguistically diverse populations, older adults and military veterans to consider application to our positions. Food for Families is an Equal Opportunity Employer.

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by staff. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required.

Staff Member Name (print): _____

Staff Member Signature: _____

Prepared By: _____ Date: _____