

Laramie Interfaith Job Description

Title: Food Pantry Manager

General Objective:

Working under the direction of the Executive Director and/or Operations Manager, the Food Pantry Manager oversees the operations of the food pantry, including but not limited to collection and distribution of food, overseeing cleaning, maintenance, and safety standards, and coordinating the monthly USDA commodity distribution. This position requires a non-traditional work schedule often beginning at 7 a.m.

Expected Salary Range: \$33,000 - \$37,000/yearly; At-will, Full time

Primary Job responsibilities:

Food Collection:

- Organize and schedule food pick-up times with local retailers
 - Collect food from local food retailers per predetermined schedule
 - Establish and maintain positive relationships with store managers and employees who are involved with donating food
- Maintain food pantry inventory by:
 - Purchasing food from local stores.
 - Purchasing food from Food Bank of the Rockies
 - Organize inventory storage and pantry shelf stock
 - Maintain food donation records
- Plan, coordinate and oversee food drives and distributions as needed
- Responsible for implementing food pantry policies and procedures.
 - Maintain TEFAP requirements – cooler/freezer temperatures
 - Cleaning and maintenance of all pantry areas
 - Oversee appropriate disposal of all waste and recycling
- Oversee distribution of food to appropriate organizational partners
- Plan and communicate required maintenance needs for the company vehicle to the operations manager

Food Distribution:

- Collaborates with the Operations Manager to ensure the smooth operation of the Food Pantry
- Ensures that volunteers are scheduled to provide adequate coverage and service to clients who visit the Food Pantry
- Train and supervise volunteers in the proper procedures to follow when distributing food.
- Ensure a safe work environment free of known hazards
- Review and update operational policies and procedures related to food distribution
- Assists and supports the staff and volunteers who provide Food Pantry services

Commodities Distribution:

- Establish and maintain positive relationships with the USDA commodity distribution representatives
- Prepare facility for (bi)monthly commodities distribution
- Coordinate and train volunteers and ensure that set-up and clean-up processes are completed for the monthly event
- Collect and maintain data to comply with income guidelines and reporting
- Prepare all required reports and records in a timely and accurate manner

Competencies:

- Collaboration and relationship building
- Strong organizational skills
- Reliability and timeliness
- Adaptability and flexibility
- Goal-oriented
- Excellent communication and interpersonal skills

Minimum Qualifications:

High school diploma or GED plus a minimum of one year of relevant experience in food collection, food distribution, or related field. Candidate must be fully insurable and possess a clean driving record with no violations within the past 3 years. Demonstrated ability to work collaboratively and interest in and commitment to assisting individuals who are facing food insecurity. Ability to lift 50 lbs often with proper technique. Experience/training with electric pallet jacks.