

Job description Food Pantry Coordinator

Expectations:

Reporting to the Director of Operations, the Food Pantry Coordinator is responsible for all aspects of the Food Pantry program at the YWCA of Queens.

Role Responsibilities:

- Responsible for overall operation of the food pantry
- Plans, purchases and directs all activities of the Food pantry
- Receives food and supply deliveries; selects and pickups food from suppliers as needed
- Develops new food donation opportunities, maintains relationships with donors of food
- Gathers, tracks, reports client data; maintains program records & statistic.
- Facilitates, schedules and coordinates food box distribution to seniors
- Ensures all food safety procedures are implemented and maintained
- Tracks food donations to the pantry
- Keeps an up to date inventory of supplies and orders supplies as needed
- Reports data as required
- Submits timely reports
- Works collaboratively with grant manager to seek new food pantry funding opportunities
- Makes sure program areas are clean before and after food pantry
- Meets weekly with supervisor to provide updates and review any issues
- Participates in all staff meetings
- Other duties as assigned

Qualifications:

- High school diploma or equivalent is required; Bachelor's Degree is preferred
- 2+ year experience managing and supervising a food pantry preferred
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including volunteers, board members, staff, and community representatives
- Ability to lift 50-pound boxes/bags to a height of 3-4 feet and load them onto a table and/or dolly
- Ability to frequently move boxes/bags of food items weighing up to 50 pounds from one side of a room to another
- Ability to lead and motivate others
- Demonstrated excellence in managing both small and large groups of individuals
- Superior written and verbal communication skills

- Demonstrated proactive approaches to problem solving with strong decision-making capability, long and short term planning, and the ability to work effectively with diverse group of people
- Ability to work independently and in a team environment
- Must have strong organizational skills; demonstrate flexibility in determining priorities and managing multiple assignments, including achieving goals and meeting deadlines in a fast-paced environment
- Proficient in Microsoft Office (Outlook, Word, Excel and Power Point); must have Email/Internet/basic typing skills

Women, people of color, and other underrepresented minorities are strongly encouraged to apply. The YWCA of Queens is an equal employment opportunity employer and does not discriminate based on age, citizenship, physical or mental disability, ethnicity, sexual orientation, marital status, race, religion, veteran status or other unlawful factors with respect to employment. The YWCA of Queens is committed to the maintenance of a drug-free workplace and ensuring compliance with the Drug-Free Workplace Act of 1988.

Interested in this position, please send a cover letter, resume to ltgarcia@ywcaqueens.org