

Food Pantry Coordinator

Reports to: Director of Services

Responsible for: Overseeing the operations of all North Hills Community Outreach Food Pantry services at Loaves and Fishes Food Pantry, North Boroughs Food Pantry and Millvale Food Cupboard.

Duties include:

- Screen callers, walk-ins and clients attending food pantry distributions for eligibility of food pantry services. Provide referrals to other NHCO services and appropriate community resources
- Complete intakes and needs assessments
- Work to distribute food during food pantry distributions effectively and efficiently while maintaining an environment of privacy and safety
- Organize and oversee food donations and food drives with individuals and groups-including churches, schools and community groups
- Oversee large donation projects such as Scouting For Food, Souper Bowl, and Stamp Out Hunger
- In cooperation with the Volunteer Coordinator and Garden & Youth Coordinator recruit, train and supervise pantry volunteers, including volunteers with disabilities, those performing community service and teens
- Facilitate quarterly meetings of the Northern Area Food Pantry Consortium and work in conjunction with other area food pantries to provide quality service across NHCO's service area
- Maintain client records and provide timely submission of statistics to Greater Pittsburgh Community Food Bank and other state/ federal programs as needed
- Comply with necessary state and federal programs guidelines such as Civil Rights Training, TEFAP, Food Safety training, US Agriculture Department and CSFP
- Coordinate monthly deliveries from Greater Pittsburgh Community Food Bank, and to other agencies
- Maintain regular inventory of three food pantries
- Other duties as assigned

Hours: FT 35-40 hours/week, non-exempt

Evenings and weekends required to fulfill job responsibilities (food pantry distributions include three evenings/month)

Experience: Two years of related preferred. Proficiency in Microsoft Office (Word, Excel, Access) and accuracy with data entry and statistics required.

Requires:

- Capable of managing multiple tasks with deadlines with ease and professionalism
- English speaking with ability to communicate clearly and concisely, verbally and in writing
- Normal range of hearing and eyesight to record, prepare and communicate information
- Eye-hand coordination and ability to operate computer keyboard, printer, copier and other office equipment
- Prolonged sitting, some bending, stooping, reaching and lifting up to 50 pounds
- Automobile for local travel

Interested individuals should email a cover letter and resume to chpschirer@nhco.org.

Position will remain open until the right candidate is identified.

This opening was posted on May 29, 2018.

North Hills Community Outreach is an equal opportunity employer.