CAREER OPPORTUNITY

Title: Choice Pantry Floor Coordinator

Hours: Full-time (37.5 per week, non-exempt position)

Brief Description:
The Choice Pantry Floor Coordinator supports daily pantry operations and aids with food stability, health education and awareness, and greater self-sufficiency for individuals and families seeking services. This position ensures compliance and standards for services and maintains agency participation in the community network of food providers. Provides daily oversight of the Choice Food Pantry floor operations including coordination, oversight, and supportive services to the Choice Food Pantry program, by collaborating with partners, ensuring proper stocking, and storing of perishable and non-perishable food items. The Choice Food Pantry Floor Coordinator will oversee proper food distribution based on client eligibility, and provide supervision to pantry volunteers, staff, and assigned students interns.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)

I. <u>Pantry support and operations</u> (40%)

- Coordinates general operational activities for the Choice Food Pantry and oversees the flow of client services during pantry hours
- Coordinates pantry set up, including but not limited to, receiving and unloading daily deliveries, unpacking food items and preparation of the pantry floor for services
- Provides nutritional education to clients regarding types of food available and promotes healthy food habits for low-income families accessing pantry services
- Set daily food quantities for distribution according to household size, with attention to applicable constraints of service delivery, supply, and anticipated client volume
- Oversees appropriate storage of food, pantry cleanliness, and proper distribution of food
- Maintains pantry workspace and equipment. Serves as point of contact for maintenance and service requests for pantry equipment (refrigerators, freezers, etc)
- Ensure proper cleaning, food storage, and end of day duties are completed at the conclusion of daily pantry services
- Maintains thorough knowledge of and adherence to agency and personnel policies and procedures as well as maintains adherence to health and safety guidelines, including food safety and Serv Safe standards
- Oversees intake processes in the absence of the Family Stabilization Coordinator

II. <u>Coordination of stock, purchasing, and donations</u> (30%)

- Oversees the ordering of sufficient amounts of nutritious food for pantry clients from providing sources, and coordinates with donor sources, including receipt of donations, weighing, and recording donations
- Acts as liaison to the Dayton Foodbank, coordinating deliveries, pickups and orders on a weekly basis
- Monitors pantry inventory, including safe storage of refrigerated food, and makes orders and purchases according to stocking needs
- Maintains relationships with food suppliers, including vendors and donors

III. Supervision of staff and volunteers, including mature workers and students (20%)

- Train and oversee all pantry volunteers with their assigned duties; maintains volunteer schedule to maintain consistency and coordinates scheduling with FSS Coordinator & Program Manager to ensure appropriate coverage in all areas
- Appropriately delegates responsibilities and provides supervision to paid pantry staff and volunteers
- Adheres to the standards for placement and oversight of community volunteers and contractual workers including, but not limited to: temporary staffing workers, Senior Community Employment Program (SCEP), YouthWorks, community service volunteers, and others as assigned.
- Collaborates with agency volunteer coordinators in community outreach activities for volunteer development and recruitment and onboarding of Choice Pantry volunteers
- Problem solves with pantry staff and volunteers as needed and mediates disputes if required
- Advocates compassion and sensitivity in the work environment, being specifically sensitive to the people we serve

IV. Teamwork and Professional Growth. (10%)

- Effectively coordinates all pantry services with the FSS Coordinator & Program Manager for a seamless client experience
- Actively participates in team process during meetings and informal processes or projects provided
- Brings issues for discussion to team or appropriate team member
- Communicate effectively with volunteers, staff, FSS Coordinator, Pantry Facilities Assistant, Program Manager, and all partners associated with the program
- Collaborates with the FSS Coordinator and other agency staff in referring pantry clients for additional supports
- Participates in ongoing evaluation process of the program provided
- Participates in supervision and assures own professional development by attending workshops and trainings
- Demonstrates an attitude and approach of a “team player”

MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE:

- Associates degree and at least one year experience in social services, non-profit services, or some college with 2+ years of social service experience, customer services management, or food services.
- ServSafe Certification preferred, or ability to obtain within 1 year of hire.
- Sound interpersonal skills
- Knowledge of community resources
- Ability to work with diverse populations
- Ability to communicate with pantry clients and build relationships
- Ability to network with other persons or agencies to meet client needs/goals
- Ability to plan creatively and collaboratively with volunteers and referring agencies
- Ability to appropriately conduct meetings
- Willingness to work flexible hours
- Valid Ohio driver's license
- Access to private, insured vehicle during working hours

All interested candidates should send a resume with salary requirement to: Human Resources Catholic Social Services of the Miami Valley, 922 W. Riverview Ave., Dayton OH 45402 Or e-mail to jobs@cssmv.org or fax to 222-6750