

# Food Pantry Manager

## Job Description

QUALIFICATIONS: High school diploma or college degree, with 1-2 years related experience in warehouse management, inventory control, retail/grocery management or purchasing. Good organizational and planning skills; good communication skills; and the ability to make independent decisions and carry out program services and standards. Must be able to lift a minimum of 60 pounds and must have proven computer and networking skills. North Carolina driver’s license is required. Some travel will be required.

JOB SUMMARY: Responsible for managing all Client Choice Food Pantry operations; including the supervision, training, and monitoring of food pantry volunteers. Act as a substitute for the Operations Manager in his/her absence.

HOURS OF WORK: 8:30 a.m. to 4:30 p.m. Monday through Friday

CLASSIFICATION

OF EMPLOYMENT: Nonexempt

SUPERVISED BY: Operations Manager

### RESPONSIBILITIES

1. **Food Pantry operations**
2. Manage all food pantry operations.
3. Develop and implement operational procedures and policies.
4. Accept food donations from individuals and groups and issue receipts for donations.
5. Assist with daily pickups of food at local agencies, stores, religious congregations, or food drives.
6. Keep food pantry clean and orderly.
7. Enter client information and food order sheets in Apricot database daily.
8. Enter client information and food order information in “Link to Feed” database daily.
9. Maintain and prepare program statistical data and records.
10. Assist with bagging food orders in absence of volunteers.
11. Update and modify food pantry shopping list.
12. Maintain and clean the Food Pantry dock on a daily basis.
13. Act as substitute for the Operations Manager in his/her absence.
14. **Food Pantry personnel**
15. Supervise, train, monitor, and evaluate food pantry volunteers.
16. Supervise the sorting of food and the stocking of shelves.
17. Communicate to volunteers, clients, and the community current food pantry policies and procedures.
18. Develop and provide an orientation training session for all new volunteers.
19. Develop and provide a customer service training session for all volunteers on a quarterly basis.
20. Manage the Volunteer Schedule and make appropriate changes weekly.
21. **Other Responsibilities**
22. Participate on Board committees as needed.
23. Participate in volunteer engagement by encouraging prospective and current volunteers, showing appreciation to our volunteers, and holding our volunteers accountable.
24. Participate in offsite food drives and events upon request. (This could require after hours and weekend participation)
25. Perform other duties as assigned.