

Job Description

Title: Food Pantry Coordinator

Program: IFS/Food Pantry

All the criteria-based duties and standards within this document will be performed according to established policies, procedures and guidelines of Interfaith Community Services. Due to the nature of the mission of InterServ, all staff is expected to perform other duties as assigned.

Job Summary

Will provide coordination and oversight of the food pantry operations and HMIS entries and reporting.

Works under the supervision of Director of Individual and Family Services

Essential Job Functions – Responsibilities

1. Welcome clients, initiates required applications and assists clients in filling out the required paperwork if necessary and reviews for accuracy and completeness
2. Coordinates day to day operation of food pantry
3. Has knowledge and understanding of community wide yellow card system with Second Harvest Food bank; communicates/educates pantry users on the use of this system
4. Logs all services into HMIS system, verifies all HMIS data for clients, updates client eligibility in HMIS, updates client agreements in HMIS, runs monthly reports of food pantry usage and assists with all year end food pantry reporting requirements.
5. Prepares food and distributes orders verifying yellow cards and entering service into HMIS database
6. Completes weekly order from Second Harvest Food Bank; follows budget given by IFS director
7. Completes monthly inventories; pantry and USDA commodities
8. Is responsible for all compliance with City Health Department, Second Harvest and USDA inspections. Keeps logs of temperature checks, food dating and commodities reports.
9. Works with food pantry volunteers; trains as needs, offers guidance and support
10. Accepts In-kind donations from volunteers in the pantry; greets donors, counts donations, insures in-kind documentation is completed; Submits in-kinds forms weekly to InterServ Foundation
11. Keeps food pantry organized and orderly. Stocks shelves and put things away as needed
12. Provides telephone coverage for receptionist for portion of lunch hour and at other times when necessary and job functions allow

Employment Category: Support

Job Classification: Variable/Hourly

Executive Director Approval _____ Date: 12/27/2016

Title: Food Pantry Coordinator

Program: IFS/Food Pantry

Job Specifications

1. **Education:** High School Diploma
2. **Licensure:** NA
3. **Experience:** Experience in working with low-income, minority or elderly population and in developing interventions and programs
4. **Essential Technical/Motor Skills:** Knowledge of word processing and spreadsheets, ability to work with online database tracking and reporting systems.
5. **Interpersonal Skills:** Strong communication skills, patience, ability to listen, ability to relate to diverse populations, ability to work with volunteers and donors.
6. **Essential Physical Requirement:** Ability to lift and carry 50 pounds on a daily basis; ability to organize and physically move food items, food donations and food orders. Ability to position self to access lower and upper shelves, cabinets, and files. Ability to ascend and descend stairs.
7. **Essential Mental Abilities:** Ability to evaluate statistical data for correctness; ability to organize and complete projects; ability to be flexible to changing demands of workload in the pantry.
8. **Exposure to Hazards:** Some non-invasive client contact, exposure to household cleaning items that are donated and sometimes must be repackaged.
9. **Other:** Valid Missouri Driver's License, provide own transportation. Must be able to work cooperatively with donors and church groups.

InterServ staff commits him/herself to the values of the mission statement and works toward fulfilling the goals of InterServ.