



Jackson Terrace Pantry Coordinator Job Description

Overview

Responsible for ensuring all FOTP programs and services operate smoothly at the Jackson Terrace Pantry location, maintaining cleanliness and adhering to all USDA requirements. Supervise volunteers and implementation of Link2Feed at Jackson Terrace. Collaborate with other staff on location and consumer needs. This is a full-time position with a work expectation of 40 hours per week.

Responsibilities

- Maintain positive work environment by behaving and communicating in a manner that fosters and maintains positive relationships with coworkers, volunteers, and clients.
- Administer distribution of food through client choice process to individuals who come to the Friends of the Poor Jackson Terrace location seeking assistance.
- Ensure timely and accurate implementation of registration software, Link2Feed.
- Ensure cleanliness and sanitation of all food pantry services, spaces, equipment, and other food pantry related items.
- Maintain adequate shelf inventory, working with other staff and volunteers to restock as needed.
- Maintain adequate clothing inventory, presented in a dignified and organized manner, daily for consumers as needed.
- Orient, train, and supervise volunteers at Jackson Terrace location.
- Ensure agency is abiding by all federal, state, and Food Bank requirements at Jackson Terrace, including but not limited to: trainings, certifications, reporting, and more.
- Administer the appropriate system to handle all gifts in-kind delivered to the pantry, including proper storage, documentation, and rotation.
- Coordinate volunteer schedule with Stewardship Manager for Jackson Terrace, ensure proper daily staffing levels and maintain appropriate clearances for each volunteer.
- Distribute relevant information on other agency services to consumers when picking up food.
- Return all calls and voicemails left at Jackson Terrace within 48 hours.
- Work with other agency staff on referrals and execution of Friends of the Poor assistance programs, such as furniture, water, children's or seasonal programming.
- Perform all other duties as assigned.

Qualifications

Must have excellent computer (including Microsoft Word and Excel), interpersonal, oral and written communication skills. Must possess the ability to work independently and/or in a team setting. Maintain a positive attitude and be organized and efficient. Must maintain confidentiality of clients at all times. Must be able to pass all required background checks and obtain all required food safety certifications from the Food Bank.

This position requires extended periods of standing or sitting, frequent lifting of up to 50 pounds, a valid Pennsylvania Driver's License, and child abuse clearances/background checks.

Minimum of high school diploma. Associates Degree or higher preferred. Minimum of 2 years nonprofit work experience.

To apply, please send a cover letter and resume to Meghan Loftus at loftusm@fotp-ihm.org.