

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Pantry Operations Coordinator
DEPARTMENT: Saint Francis House
SUPERVISED BY: Saint Francis House Program Director
STATUS: Full time - Permanent / hourly / non-exempt
UPDATED: 8/30/23

Job Summary: The Pantry Operations Coordinator works closely with the Program Director, Client Coordinator and Pantry Assistant to ensure smooth and timely operations of the Saint Francis House food pantry and warehouse. The primary duties of this position include driving the company vehicle (box truck) for food pickups; stewarding relationships with donors and vendors in the community; receiving and shelving food deliveries and donations; completing inventory and financial reports as assigned; helping with box distribution during food pantry hours; and supporting volunteer activities.

Secondary duties include working closely with the Facilities Team and Dev/Comm Team to address expeditor requests and transportation of in-kind donations that involve the box truck.

QUALIFICATIONS:

Competencies: Must be able to maintain program/guest/agency confidentiality and treat each individual with dignity and respect. Must be highly self-motivated and detail orientated. Must demonstrate maturity, dependability, discretion, flexibility, and strong organizational skills. Must possess the ability to prioritize duties, manage time, and courteously interact with a variety of individuals, both at the work site and in the community

Education/Experience: High School Diploma or GED; 1-year previous experience working with the public and knowledge of warehouse operations or expediting services. Must possess a valid Alaska Driver's License and good driving record. Must present current driving record prior to hire and maintain a good driving record.

Skills: Ability to: work by oneself or as part of a team; foster positive relationships with volunteers, delegating tasks when needed. Excellent customer service and organizational skills. Possession of valid Alaska driver's license and good driving record. Should have a working knowledge of basic computer use.

Physical Requirements: Must be at least 21 years of age. Frequently and repeatedly move boxes and other items weighing up to 60 lbs and position on shelves up to 6 feet high. Ability to operate a pallet jack, dolly, hand truck, and flatbed cart, and lift gate. Must be able to drive agency vehicle safely. Limited weekend or night work to assist with special events when necessary.

Training Requirements: CPR/First Aid; De-escalation Training; HIPAA; Sexual Harassment/Discrimination; Anchorage Food Handler's Card

DUTIES & RESPONSIBILITIES:

1. Oversee the Pantry Assistant-Driver in their regular pickups from donors, vendors, and partner agencies, including the Food Bank of Alaska, as well as irregular pick-ups and deliveries of in-kind donations.
2. Build and maintain positive, appreciative relationships with donors, vendors, and partner agencies.
3. Complete inventory and financial reports as assigned in a timely and accurate manner; including, but not limited to: weekly grocery rescue reports, monthly credit card reports, and monthly TEFAP inventory reports.
4. Provide oversight and assistance in receiving, rotating, storing incoming orders and donations; Check and inspect goods received to ensure they are of accurate quantity, type, and acceptable quality.
5. Provide support and direction for volunteers, including, but not limited to, organizing and restocking warehouse to ensure smooth box-packing activities.
6. Assist with food box distribution during pantry hours.
7. Maintain a neat, clean, and orderly warehouse, pantry, truck and loading dock.
8. Ensure that health and safety protocols are followed in all pantry facilities and activities.
9. Coordinate pick-ups and deliveries of items with the SFH Program Director for other CSS programs.
10. Assist with moving large items that require two individuals.
11. Oversee the organization of in-kind donations at the main center and the distribution of in-kind donations to other programs.
12. Work with case managers to help meet client needs through solicitation and distribution of in-kind donations.
13. Work closely with the Community Outreach Coordinator to solicit in-kind donations based on program needs.
14. Maintain the agency vehicle in good working order, performing minor maintenance as appropriate, and informing the SFH Program Director of needed repairs and maintenance.
15. Oversee the safety, maintenance, and performance of all programmatic equipment, including, but not limited to: refrigeration/freezer units, box truck, electric pallet jack and manual pallet jacks
16. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____