



Food Pantry Inventory Manager

Community Assistance Center is intent on creating a community whose basic needs are met, whose members are self-sufficient and have confidence to thrive. This includes providing basic needs assistance for neighbors to prevent homelessness and hunger while promoting self-sufficiency and empowering them to thrive. Our client-select food pantry is in the center of this effort and we need someone to lead our efforts to coordinate partners, food donations, current inventory and volunteers to ensure our clients have the best service we can provide. This is an opportunity to impact the lives of our neighbors in a basic but powerful way.

DEPARTMENT: Programs

ACCOUNTABILITY: Program Director

JOB SUMMARY:

The Food Pantry Inventory Manager oversees the procurement and processing of food in the Food Pantry, including but not limited to supervision and coordination of Food Pantry volunteers, purchasing and restocking of pantry items, coordination of food delivery and distribution programs, keeping accurate records, monthly statistics and reporting as required. Duties may extend to CAC branch offices as well.

DUTIES AND RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

Strategic Planning

- Help leadership identify and address issues that challenge and support the Food Pantry program
- Recommend policy positions concerning the Food Pantry
- Work with Program Director to continually improve the Food Program, meeting the needs of those experiencing food insecurity

Food Pantry Processing Operations

- Assure stability by creating a working environment that is rewarding to staff and volunteers
- Maintain relationship with the Atlanta Community Food Bank which includes, but not limited to the procurement and coordination of pick-up of food items, as needed.
- Maintain relationship with Second Helpings to coordinate schedules for receipt of fresh foods.
- Coordinate Food Supply Chain issues for 8607 Roswell Rd and with the Branch Mgrs.

- Coordinate Community-wide Food Drives and Special Volunteer Opportunities with Development
- Responsible for ensuring efficient processing of donated and purchased food items including, but not limited to:
 - Receipt of donated food items
 - Acquisition of needed items (Food Bank, Wholesalers, Targeted Food Drives with congregations, businesses, etc.)
 - Proper storage of food items
 - Making food items available in the market in a timely fashion
 - Maintaining an effect and efficient supply chain for the Food Pantry
 - Maintaining the food pantry inventory in compliance with safe food guidelines
 - Maintaining all temperature logs
 - Ensure inventory turns over on a FIFO basis, reducing food waste
- Maintain a consistent volunteer team through recruitment, training, support and counsel
- Train and provide daily supervision of pantry volunteers, interns and work study students
- Maintain databases
- Manage the monthly food logistics calendar
- Oversee food sourcing and ordering
- Track and acknowledge (write thank you notes to) food donors
- Keeps track of items purchased and ensures dollars spent are within the food pantry's monthly budget.
- Coordinates food donation pickups and deliveries
- Coordinates food delivery and distribution programs (including daily pantry distribution, weekly satellite pantries and seasonal programs)
- Supports Program Department to identify ways to increase efficiency, and fully utilize the food items ordered or donated
- Works with facility maintenance staff to keep the food pantry, kitchen and refrigerators clean and organized
- Monitors/tracks the quality and expiration date of food stored in the food pantry
- Works with all staff/volunteers to support good food management and cost efficiency
- Attends trainings as needed
- Develops and maintains professional relationships with local corporate food donors, churches and nonprofit agencies
- Drives truck as needed
- Responsible for the monitoring and coordinating of all food pantry equipment maintenance
- Represents CAC at some local coalitions, including those organized by the Food Bank

Human Resource Development

- Helps identify, cultivate and recruit food pantry volunteers and leadership
- Trains, places, coordinates and supervises food pantry volunteers

Reporting & Communications

- Submits monthly report and statistics to Program Director
- Provides required statistical information to funding sources as required
- Participates in regular staff meetings

- Ensures food-related pages/stories on CAC website are accurate and up-to-date

QUALIFICATIONS

Candidate Profile and Experience Prerequisites

Skills and Mindsets

- Superior interpersonal skills with all types of people
- Operates with a high level of personal responsibility and optimism
- Adheres to the highest ethical standards in management
- Demonstrates sound judgment
- Problem solver
- Anticipates, plans for and meets deadlines
- Evaluates processes and procedures and develops suggestions for change
- The ability to lift up to 50 pounds is essential
- Bi-lingual (English/Spanish) speaking ability is a plus.
- A valid driver's license, safe driving record and access to a reliable vehicle with coverage that meets program requirements for travel is essential.
Ability to train new and existing staff and has experience coaching other in building their long-term development
- Demonstrates deep commitment to and belief in CAC's mission
- Ability to communicate verbally and in writing to internal and external clients
- Ability to form and nourish relationships with executive management, department heads, volunteers and all segments of the community
- Ability to lead, coach and manage others
- Demonstrates initiative and works as a team player.
- Conveys a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Demonstrates commitment to continued professional growth and development
- Understands food justice issues

Required Education & Experience

- Bachelor's degree required with prior experience in human services
- Minimum of two years of supervisory experience
- Experience and competence working in diverse ethnic communities and with groups of diverse socioeconomic backgrounds
- Inventory and Warehouse experience
- Experience in supply chain management, food handling and storage on commercial level, or similar experience
- Strong PC skills, proficiency with Microsoft Office applications and database applications
- Proven ability to implement an inspiring vision and motivate others
- Demonstrated success managing individuals and teams
- Success in this position requires excellent customer service, communication and time management skills.
- Able to manage and prioritize last minute request and/or projects

Job Type: Full-time. The working conditions for this position do require both indoor and outdoor environments. This includes driving and offloading trucks, working with refrigerators and freezers, lifting and moving heavy boxes, and also using the manual pallet jack.

Benefits:

- Healthcare Reimbursement Account
- Access to Dental insurance
- Access to Vision insurance
- 403(b) Retirement plan
- Paid time off

Schedule:

Monday-Friday, with some Saturdays required