

Position Title: Food Pantry Coordinator

Reports to: Food Assistance Supervisor

Hours: typically 32 hours with potential for weeks up to 40 hours

Position Overview:

Beverly Bootstraps Community Services, Inc. has always been committed to feeding people in the community who need food assistance. This position will support the existing processes of the Food Pantry and will work with the Food Assistance Supervisor with logistics and operation of Food Assistance distribution; help assess the program for further growth and efficiency.

Position duties and responsibilities include, but are not limited to:

Organizing/Coordinating Food Storage Area:

- Manage food inventory from purchasing, donations and scheduled food pick up's (restocking shelves, rotating product, inventory management)
- Work with Food Assistance Supervisor and Driver to order and pick up food at Greater Boston Food Bank
- Work with Food Assistance staff to pick up donations from local supermarkets, farms, and businesses as needed

Pantry Operations:

- Facilitate daily operations of the food pantry including checking clients in, handing out food and restocking the pantry as needed. Due to COVID-19 this role is the primary person who interacts with food pantry clients as we operate in a safe manner to provide food to food insecure people in Beverly and Manchester. Candidate must be comfortable interacting with 30-50 people daily within safe COVID protocol.
- Work with Food Pantry Supervisor and Volunteer Coordinator to train and support volunteers.
- Learn, understand and be able to enter and extract data from database
- Recycle boxes, remove trash and keep the food pantry in order
- Plan and implement annual volunteer appreciation event

Food Assistance Programing:

- Coordinate the weekly home delivery bag construction and maintain contact with route drivers.
- Conduct New Client Intakes for Home Delivery Programing and Food Assistance program
- Be compassionate, connected and value team success; be kind, clear and work with integrity in all relations; understand the mission and be invested in Beverly Bootstraps.

Beverly Bootstraps Community Services reserves the right to amend or add to this job description at any time.

Desired Minimum Qualifications:

Successful CORI check.

Education: B.A Degree/related field concentration in Social Work and Nutrition background desired.

Certification: ServeSafe (Will provide training)

Experience: At least two years of related work experience.

OR: An equivalent combination of education and experience.

Valid MA driver's license with good to excellent driving record.

Primary Physical Requirements:

Candidate will need to regularly lift up to 50 pounds of food. Sometimes food is in awkward containers. Sometimes candidate will be required to lift and move up to 50 pounds. Hand dolly and shopping cart are available to assist with transport of food. Operation of a motor vehicle will be required, necessitating a valid license. Long periods of computer use may be necessary. The ability to hear, talk, walk, sit, bend, reach, grasp and lift is required for this position. Manual use of a calculator, telephone, copier and facsimile machines is necessary.

Statement of Non-Discrimination:

Beverly Bootstraps believes that one of the great strengths of community is the rich diversity of its residents in race, religion, national origin, ethnicity, gender, sexual orientation, gender identity and expression, marital status, age, height, weight, physical or mental disability, veteran status, pregnancy, or any other protected characteristic as established by law. Beverly Bootstraps affirms publicly its moral and legal commitment to a policy of equal opportunity and non-discrimination in employment.

Beverly Bootstraps
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