

SVDP Job Description

Job Title: Food Pantry Manager, Full time Non-Exempt
 X Exempt

Reports To: Outreach Center Program Director

Scope of Position: The Food Pantry Manager is responsible for overseeing all functions and operations of our Catino Choice Food Pantry, as well as providing leadership, vision, and guidance to our Council's food assistance programs. This role also oversees logistics support to a variety of Outreach Center programs and events. The role is full time Monday-Friday (8:00am-4:30pm), with occasional evening and weekend hours.

Job Responsibilities:

Pantry Leadership: Oversee all aspects of pantry operations, consistent with SVDP mission, values, and expectations

- Ensure pantry is adequately stocked with a variety of food and that donations are promptly and safely sorted and stored
- Supervise Food Pantry Coordinator & Driver, Seasonal Driver, and other temporary staff (including college co-ops and Vantage participants)
- Provide leadership for our Council's Food Assistance Network, including facilitating meetings, providing support to Conferences related to food assistance, and increasing connectivity within our network of central and satellite food pantries
- Work with the Volunteer Program Coordinator to integrate Vincentians and other volunteers to effectively and compassionately serve our neighbors while providing productive, fulfilling volunteer experiences
- Maintain appropriate storage and distribution of food and supplies as a responsible steward, in accordance with food safety regulations and partner parameters
- Look for ways to improve our service model in order to better serve our neighbors and utilize available resources, with an eye toward continuous improvement
- Coordinate our Thanksgiving and Christmas Food Distributions, including purchasing food and supplies and managing program logistics

Partner Relationships: Develop and maintain relationships with key community and SVDP partners

- In collaboration with our External Relations team, lead efforts to grow our resources and partnerships, and source donated and purchased food and supplies to stock the pantry
- Build and maintain relationships with other food assistance providers in order to minimize spoilage/waste by sharing resources
- Collaborate with community partners and SVDP's charitable pharmacy to promote healthy lifestyle choices – including a focus on healthy pantry options, nutrition classes, healthy hospitality, meal preparation workshops, and signage in the pantry

Record Keeping: Consistently collect and deliver accurate, timely data to best serve all stakeholders

- Maintain data on persons served and food donated in order to accurately record program impact
- Perform accurate yearly inventory counts to meet reporting requirements
- Manage Pantry budget and collaborate with the Outreach Center Program Director to develop annual budget proposal

Logistics Support: Provide logistics support for other SVDP programs and events

- Work with the Food Pantry Coordinator & Driver and Chief Operations Officer to ensure that pantry vehicles are properly maintained
- Assist the Outreach Center Program Director in sorting, storing, and transporting donations and purchases for seasonal programs

Other

- Assist the Outreach Center Program Director with seasonal programming and other duties as assigned

Qualifications:

- 1 – 3 years' experience in social services, food pantries, or grocery store operations
- Basic computer skills and familiarity with Microsoft Office products
- Experience managing a team and the ability to match the skills/preferences of team members with tasks that need to be accomplished
- Strong communication and organizational skills
- Ability to manage multiple priorities, shift priorities as needed, and organize resources quickly around changing needs
- Capacity to balance short term problem solving with an eye to long term sustainability
- Willingness to perform tasks alongside staff and volunteers as needed
- Experience working in a food pantry and/or supervising volunteers is preferred
- A commitment to the mission of St. Vincent de Paul and a passion to serve our neighbors in need

Physical Requirements:

- Ability to sit and/or stand for extended periods of time
- Ability to lift and carry up to 35lbs
- Ability to speak, hear, and engage in effective communication, both in person and over the telephone

To apply for this position, please send your resume, cover letter, and compensation expectations to Erin Nowak, Outreach Center Program Director, at enowak@svdpcincinnati.org.