



Food Pantry Specialist (Part-time)

Reports to: Senior and Supportive Services Manager

Hourly Rate: \$17-\$19/hour

Position Purpose:

The Food Pantry Specialist is responsible for the overall operation and management of MNM's choice pantry which includes overseeing product inventory, volunteer scheduling, distribution processes, and maintaining a clean and organized facility to ensure efficient and dignified access to food for individuals and families in need.

Qualifications and requirements:

- Associate's degree or relevant experience in non-profit operations preferred.
- Demonstrated experience in managing inventory, logistics, and volunteer coordination.
- Excellent interpersonal skills with the ability to interact effectively with diverse populations.
- Strong organizational skills, attention to detail, and ability to prioritize tasks.
- Proficiency in Microsoft Office Suite.
- Knowledge of and commitment to the values and mission of MNM
- Ability to lift and move up to 30 lbs.
- Standing and walking for extended periods throughout the workday.
- Must possess a valid Ohio Driver's License.

Accountabilities and Weighting Criteria:

Operational Management (25%)

- Implement policies and procedures for the food pantry. Identify areas for improvement and implement necessary adjustments to pantry operations.
- Plan and coordinate bi-monthly food deliveries to homebound seniors.
- Ensure the pantry facility is clean, well-organized, and accessible for, staff, volunteers, and guests.
- Ensure that equipment is maintained in good operating order.
- Ensure that federal guidelines for food pantries as administered by the Freestore Food Bank are met.
- Cooperate with annual audit from Freestore Food Bank and implement changes as requested.
- Supervise and manage staff, volunteers and guests during the choice shopping process.

Inventory Management (25%)

- Regularly monitor food stock levels. Regularly check inventory to ensure that items are within their expiration dates. Implement proper food rotation and storage practices to prevent spoilage and ensure that food safety standards are met
- Purchase inventory from the Freestore Foodbank and/or local retail grocers in alignment with Senior and Supportive Services budget and funding sources.
- Coordinate the receiving of inventory from the Freestore Food bank and from community and private donors.
- Ensure that freezer and refrigerator temperatures are recorded on each day of pantry operations and are within USDA guidelines. Adjust thermostats as necessary.

Volunteer Management (15%)

- Train, help recruit, and schedule volunteers to support pantry operations.
- Provide ongoing supervision and support to volunteers.

Community Outreach: (20%)

- Solicit and coordinate donations from individuals, local organizations, schools, churches, and businesses that include nutritious foods, personal care items, and cleaning products.

Tracking and Data (5%)

- Maintain accurate records of food poundage donated, and volunteer hours.
- Track food pantry donor information and coordinate acknowledgements with the Development Office on a monthly basis.

Other (10%)

- Assist the Senior and Supportive Services Manager with monthly senior events and activities as directed.
- Other duties as assigned.

Please submit resume and cover letter to Judy Harrison at jharrison@mnministries.org.

- Enter “Food Pantry Specialist” in the subject line of the email.
- No phone calls please.