

**JOB  
DESCRIPTION**

**PANTRY ASSISTANT COORDINATOR**

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**TITLE:** Pantry Assistant Coordinator **SALARY:** DOE  
**REPORTS TO:** Pantry Coordinator **Hours:** 28-32  
**SUPERVISES:** Pantry Helper **STATUS:** Non -exempt/Hourly  
**BENEFITS:** None (Seven (7) paid holidays and prorated/earned Personal Time Off)

**JOB FUNCTION:** Assist Pantry Coordinator assists in the warehouse operations; assist in training and providing work direction to assigned staff and volunteers. This position requires heavy lifting and flexibility. Some evening and weekend work required. This position will work in coordination with the Pantry Coordinator and Executive Director on other projects as assigned.

**DUTIES AND RESPONSIBILITIES:**

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- Assists in planning, overseeing, and participating in the warehouse operations
- Inventory Maintenance, determine the need for food and process requisitions for food purchases
- Ensure inventory and warehouse facility is maintained in a safe, clean and orderly condition
- Ensure food is bagged for client pick-up and/or delivery according to established procedures
- Coordinate and accept food donations; send acknowledgements and thank you notes to donors.
- Communicate with various vendors and local businesses to coordinate food pick-up
- Pick up and deliver large quantities of food using the agency truck as needed
- Pick up and deliver small quantities of food may require the use of personal vehicle  
*\*Mileage reimbursement on personal vehicle at Federal Reimbursement Rate*
- Computer proficient to assist in processing, generating, and maintaining a variety of required reports, forms, records, and files
- Assist in setting appointments for client in-take and registration to determine eligibility for food assistance
- Operate warehouse equipment and Pantry truck as needed
- Assist in arranging for maintenance and repair of warehouse equipment and vehicle as needed
- Volunteer recruitment, orientation, assignment, training, management, and retention
- Attend meetings and training relative to food safety, distribution and procurement, such as Second Harvest, Department of Agriculture, etc. as needed
- Assist in scheduling and conducting facility tours as needed
- Participate in Community Outreach and presentations
- Assist Executive Director with short-range and long-range planning for Pastor's Pantry
- Assist in answering the office telephone, calling clients, greeting clients, etc.
- Perform other duties as assigned

**KNOWLEDGE and ABILITIES:**

- Ability to plan, oversee and participate in the warehouse operations in the absence of the Pantry Coordinator
- Knowledge of warehousing and storekeeping procedures in proper and orderly storage, optimum space utilization and established stock inventory procedures.
- Basic math such as add, subtract, multiply and divide quickly and accurately.
- Proper lifting techniques.
- Record-keeping techniques, including filing, data maintenance, etc.
- Basic knowledge of health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- Ability to train and provide work direction to others.
- Proficient in Microsoft (Word, Excel, Power Point, Outlook)
- Communicate in fluent English, including the ability to read, write, and verbalize effectively.
- Meet schedules and deadlines

**PHYSICAL DEMANDS:**

- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds
- Work is performed while standing, sitting and/or walking.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, climbing, and reaching.
- Requires activities involving being around moving machinery.
- Requires the ability to communicate effectively using speech, vision and hearing

**EDUCATION AND EXPERIENCE:**

- High school diploma or G.E.D. required.
- One year of supervisory experience preferred
- Experience forklift operator preferred

**LICENSES AND OTHER REQUIREMENTS:**

- Valid NC Driver's License required. Reliable personal transportation required.

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