



Job Description

Job Title: Nourish Intake Associate

Reports to: Intake/Nutrition Manager

Nourish is a Commodity Supplemental Food Program (CSFP) that aims to increase health in individuals who are 60 years or older and have low-incomes by providing nutritious food choices from the U.S. Department of Agriculture. New York Common Pantry is one of the three agencies statewide contracted to run this program, which allows seniors to receive food on a monthly basis. Food packages include a variety of foods, such as milk, juice, farina, oats, ready-to-eat cereal, rice, pasta, peanut butter, dry beans, canned meat, poultry or fish, and canned fruits and vegetables. Additional components of *Nourish* include guidance for preparing nutritious meals, dissemination of nutrition and health information by nutritionists, and referral to health care and social service agencies for other needed services. When at full capacity, *Nourish* will serve up to 70 partner sites to expand food and nutrition services for low-income seniors living in Manhattan, Queens, Brooklyn and the Bronx.

Primary Duties Include:

- Electronic data entry in the [FANIS database](#) (training will be provided).
- Providing assistance to full-time Intake Associates at the office and mobile operations.
- Assisting with reception, filing, and other duties as needed.

Job Preferences:

- Bilingual (Chinese/English); Mandarin and Cantonese are a plus!
- Detail-oriented with excellent interpersonal skills and multitasking abilities.
- Proficient in Microsoft Office programs & Google Docs.
- Experience working with senior population.
- Interest/academic background in public health nutrition &/or social services.
- High School Diploma or Equivalent required; Associate's or Bachelor's Degree preferred.

What We Offer

- Medical, Dental, and Vision benefits.
- 403 B Retirement benefit.
- Paid Holidays, Sick Days, and Vacation.
- Pre-tax Transit benefits.
- No-cost Life Insurance benefits.

NY Common Pantry is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability status, or any other status protected by law.