



## New York Common Pantry Job Description

Job Title: Commodities/ Warehouse Manager

Reports To: Director of Senior Nutrition Programs

The Commodity Supplemental Food Programs (CSFP) Commodities/ Warehouse Manager is responsible for overseeing all operations and maintenance of NY Common Pantry's CSFP warehouse facility; ensuring proper receipt of all deliveries and maintenance of inventory; maintaining building security; and day to day maintenance of NY Common Pantry's CSFP food-related sites and vehicles. This is a full-time, exempt position with a Monday through Friday schedule with some weekends.

- Oversee all food operations for NY Common Pantry's CSFP; including ensuring that NY Common Pantry's menu choices and inventory are updated daily.
- Ensure all commodities deliveries are properly received: review invoices for accuracy prior to sending to the Director of Senior Nutrition Programs; inspect the quality of all foods being delivered or donated and ensure that all items are within acceptable condition, fall within the "use by" dates and stored appropriately.
- Supervise van drivers and food commodities associates; prepare progress reports and yearly evaluations for direct reports.
- Staff mobile teams with appropriate staff according to the distribution of the mobile site; schedule routes for van drivers and develop contingency plan to fill shifts during employee absence.
- Work in conjunction with the CSFP Intake Manager to coordinate the appropriate amount of food commodities for each mobile site, as well as recruiting, establishing and maintaining partnerships with mobile sites.
- Provide exceptional customer service to site partners by providing open lines of communication before, during and after the mobile pantry service.
- Provide task specific supervision to all volunteers assigned to the warehouse and some sites, which include but not limited to individuals, corporate groups, sponsoring organizations, schools and board groups.
- Coordinate with the Director of Food Programs to ensure all Choice Pantry food and non-food related items are appropriately stored in the warehouse and provide inventory reports as needed.
- Meet bi-weekly for supervision with the Director of Senior Nutrition Programs and participate in monthly program meetings.
- Assist with other food commodities operations and other tasks assigned by the Director of Senior Nutrition Programs.

**Job Requirements:**

2-4 years supervisory experience; B.A. degree in Nutrition, Social Work or related field; experience working with mid to large scale food operations; experience managing budgets; certified in food safety handling by the New York City Department of Health and Mental Hygiene preferred; excellent writing skills; extremely organized and able to handle multiple tasks and deadlines; critical thinker; able to work independently and delegate tasks accordingly; team player and collaborative; computer literate, including experience using databases and web-based applications; knowledgeable of inventory management; excellent interpersonal skills; able to lift heavy boxes of 50lbs or more required; weekend work may be necessary; English/Spanish Bilingual 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.*