



NY COMMON PANTRY JOB DESCRIPTION

Job Title: Nutrition Program Assistant

Reports to: Program Manager

Hours: 9 am - 1 pm, Part-time, non-exempt position

The Nutrition Program Assistant is an integral part of NY Common Pantry's Live Healthy Program, supporting the administrative needs of the Nutrition Education and PSE teams, supporting with food purchasing and preparation for nutrition workshops, facilitating communication between our participants and team, creating engaging and visually appealing educational materials, completing fiscal procedures for Food and Non-Food Supplies, Food and Recipe Management and Coordination of Live Healthy's office/administrative systems. This is a part-time, hourly non-exempt position currently being offered as a hybrid role, both on site and remotely.

Job Responsibilities:

- **Office Management**
 - Supporting the administrative needs of the Live Healthy Team
 - Assist in the control of inventory and ordering of food and non-food supplies.
 - Manage inventories and purchases of office supplies
 - Assist in onboarding/preparation for new employees
 - Support Senior Data Analyst to maintain data entry into PEARS system

- **Food Resource Management**
 - Assist in all aspects of food preparation of food supplies for nutrition education classes
 - Uses our Standard Recipes for preparation and portioning of all products; portion food products prior to cooking according to standard portion sizes and recipe specifications.
 - Label and stock all ingredients on shelves so they can be organized and easily accessible
 - Ensure all food and other items are stored properly, food safety standards followed
 - Assists with the cleaning, sanitation, and organization of the kitchen, walk-in coolers and all storage areas.
 - Maintaining kitchen and kitchen supply cleanliness
 - Strives to learn to improve cooking skills and expands knowledge about food products and techniques.
 - Attends all scheduled employee meetings and brings suggestions for improvement.
 - Perform other duties as assigned by the LIVE HEALTHY! Director and Program Manager

- **Miscellaneous**
 - Organize office operations, facilities and supplies.
 - Coordinate with contractors/technicians and program staff for repairs of the building.
 - Conduct bidding for large repairs, purchases, maintenance, service contracts and leasehold improvements when required.
 - Perform other related duties, as assigned.
 - Social Media Communications and Notifications for participants
 - Scheduling Text Communication reminders for participants
 - Printing and Material Preparation for LH activities

The Nutrition Program Assistant must demonstrate the following:

- Proficiency in English required, Spanish and/or Mandarin language proficiency strongly desired
- Proficient in Microsoft Office, Google Suite, Data Entry, and Database Management a plus
- One year of administrative experience in a professional environment a plus
- Experience with food safety and food handling principles a plus
- Excellent written communications skills, including proofreading, correspondence, and composition.
- Analytical and problem-solving skills.

- Advanced computer skills, including word processing, spreadsheet and email software at a highly proficient level. Experience with database management, Excel programming, and statistical analysis strongly preferred.
- Excellent interpersonal, verbal and listening, communication, organizational, and time management skills.
- Ability to effectively multitask in a fast-paced office environment.