



JOB DESCRIPTION
Nourish Bilingual Intake Associate
Location: New York, NY

New York Common Pantry (NYCP) is one of the city's largest food pantries, providing food assistance, case management services, senior food provision, nutrition education, and hygiene services. We are a dynamic, mission-driven organization, experiencing rapid growth and expansion at this time.

NYCP is a poverty-fighting organization that reduces hunger and promotes dignity, health, and self-sufficiency by using a holistic approach to reach over 60,000 distinct people--over 500,000 guests each year. Last year, we served almost 8 million meals. Through an array of programs that we offer we look to establish long-term stability for those we serve.

NYCP is seeking a Nourish Intake Associate to join our growing Senior Nutrition Programs team. 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 80 + partner sites to expand food and nutrition services for low-income seniors living in Manhattan, Queens, Brooklyn and the Bronx.

The Full-Time Nourish Intake Associate will report to the Nourish Intake Manager. The position is regularly scheduled Mondays, Tuesdays, Thursdays and Fridays 9am -5pm and Wednesdays 8am-4pm (1hr lunch) for a total of 35hrs weekly.

Responsibilities:

- Maintain a high level of professionalism and respect with clients, site managers, and team members.
- Data entry into web-based software Link2Feed.
- Check-in seniors at mobile and re-certify seniors as needed.
- Help Intake Associates at the office and mobile operations as needed.
- Travel to different office locations, NYCHA development houses, and community/outreach centers throughout the four boroughs.
- Provide high levels of customer service to clients and assist with various issues, service questions, and general client concerns.

- Work well in a team-oriented atmosphere, effectively communicate and collaborate with team members on various work-related projects.
- Rotate with Intake Associates to provide front desk coverage.
- Pantry coverage as assigned, which will include the ability to lift boxes of 30 pounds and placing them on table, packing the food items for the participant, filling the participant's cart with their packages, breaking down boxes as needed, replenishing pantry items, and noting damaged items.
- Assist with reception, filing, and other clerical duties.
- Must be able to lift up to 30lbs.
- Other responsibilities as assigned.

Qualifications:

- High School Diploma or Equivalent required.
- Associate's or Bachelor's Degree preferred.
- Bilingual in Spanish/English or bilingual in Chinese/Mandarin.
- Self-starter, detail-oriented with excellent interpersonal skills and multitasking abilities.
- Commitment to helping the communities in need and NYCP's work and mission.
- Proficient in Microsoft Office Suite and Google Drive.
- Experience working with a diverse population.
- Possess an academic background in Human Services or social services.

This is not an exhaustive list of all responsibilities, duties, skills, efforts or requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This description does not constitute a contract of employment and NYCP may exercise its employment-at-will rights at any time.

Please note that NYCP requires all employees to be fully vaccinated against COVID-19 as a condition of employment. Accordingly, successful candidates must be fully vaccinated against COVID-19 and submit proof of vaccination prior to the commencement of employment, unless they qualify for a reasonable accommodation for bona fide medical or religious reasons. This ensures that NYCP's employees and participants are protected and the organization can safely operate.

To Apply:

Please submit your resume and cover letter to: jobs@nycommonpantry.org

If you'd like to apply via mail, please submit your application to the address below:

Human Resources Department
 New York Common Pantry
 8 East 109th Street
 New York, NY 10029

New York Common Pantry is an Equal Opportunity Employer and is committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual

orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status.

Pay: \$18/hour

Benefits:

- Paid time off, including Vacation, Personal, and Sick
- Paid Holidays
- Medical, Dental, and Vision benefits
- 403(b) Retirement Account
- Pre-tax Transit benefits
- Health Savings Account
- Life Insurance