



## **JOB DESCRIPTION**

### **P/T Pantry Commodities/ 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 Pantry 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 90 partner sites to expand food and nutrition services for low-income seniors living in Manhattan, Queens, Brooklyn, Long Island and the Bronx.

The Part-Time Pantry Intake Associate will report to the Nourish Intake Manager. The position is regularly scheduled Monday 9:00am-3:00pm, Tuesday 11:00am-5:00pm, Wednesday 8:00am-3:00pm, Thursday OFF, Friday 11:00am-5:00pm. (Day off will be rotative based on the departments needs)

#### **Responsibilities:**

- Must be able to lift up to 30lbs.
- Responsible for maintaining a high level of professionalism with clients, site managers and team members.
- Provide excellent customer service with ability to assist with general questions and clients concerns.
- Able to work well in a teamwork-oriented atmosphere as well to communicate effectively and collaborate with team members.

- Maintain food pantry, including keeping track of incoming commodities, creating pantry packages, assisting seniors with placing packages into their shopping carts, assist with storing commodity items, replenishing stock, tracking damaged items, breaking down of boxes, monitoring inventory and communicating inventory changes with the front desk staff and Nourish Intake manager.
- May need to travel to different office locations, NYCHA development houses and community / outreach centers to assist with a pantry distribution or posting flyers in the community..
- Potentially will provide assistance to Full-time Intake Associates at the office and mobile operations as needed.
- Assist Intake Associates with data entry into the web based Link2Feed database system, support the reception area with filing, and other duties as needed. Training will be provided.
- Other responsibilities as assigned per manager.

**Qualifications:**

- Detail-oriented with excellent interpersonal skills and multitasking abilities.
- Proficient in Microsoft Office programs & Google Docs.
- Commitment to helping the communities in need and NYCP's work and mission.
- Experience working with the 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.
- Spanish- speaker preferred

*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](mailto: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:** \$15.00

**Benefits:**

- Paid time off, including Vacation, Personal, and Sick.
- Paid Holidays.