



**JOB DESCRIPTION**  
**Part-Time Commodities 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 Part-Time Commodities Associate to join our growing Nourish team. The Nourish program 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 provided by the U.S. Department of Agriculture. NYCP is one of the four agencies statewide contracted to run this program, which allows seniors to receive food on a monthly basis. Food packages include a variety of foods. Nourish will serve up to 120 partner sites to expand food and nutrition services for low-income seniors living in Manhattan, Queens, Brooklyn and the Bronx.

The Part-Time Commodities Associate will report to the Warehouse Manager in the Hunts Point location. The schedule for this position is Monday through Friday, the time varies between 5:30am to 6:30 pm. This is a Part-Time position, up to 30 hours a week, including some Saturdays.

**Responsibilities:**

- Provide excellent customer service while facilitating operations.
- Maintain an orderly line for pantry members.
- Control the flow of clients at mobile sites.
- Appropriately resolve member issues that may occur.
- Implement distribution protocols.
- Work with driver/food commodities associate and intake/nutrition associate to set up and pack up the distribution area at mobile sites.
- Participate in the maintenance of inventory for all food and program related supplies and ensure appropriate storage of delivered items along with rotation of stock at the warehouse in Hunts Point.
- Ensure that the distribution space is properly set up before the program starts operations, including working with partnership staff to ensure the room is set up for pantry distribution.
- Train and supervise volunteers that assist with the distribution to ensure accurate inventory control.

- Assist with other maintenance and program operations or other duties as assigned by the Warehouse Manager.
- Loading and unloading vans/trucks and keeping an accurate count of commodities being sent out/returning to the warehouse.
- Stock picking orders and palletizing deliveries for the next day's distribution.
- Other responsibilities as assigned.

**Qualifications:**

- Experience working with food programs.
- Certified in Food Safety Handling by the New York City Department of Health and Mental Hygiene preferred.
- Commitment to helping the communities in need and NYCP's work and mission.
- Excellent interpersonal skills.
- Must be extremely organized and able to multitask.
- Ability to lift heavy boxes of 50lbs or more a must.
- Able to work with volunteers and employees of NY Common Pantry and staff at partner sites.
- High school diploma or the equivalent is required.
- Bilingual (Cantonese/English or Spanish/English) is highly preferred.
- Hand truck/pallet jack experience mandatory.
- Forklift experience is a plus.

*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 under federal, state, or local law.

**Pay:** \$17.50/hour

**Benefits:**

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