



## **JOB DESCRIPTION**

### **Food Programs Pantry Manager (Temporary)**

**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 Food Programs Pantry Manager to join our Food Programs Department. The Food Programs Pantry Manager will assume a leadership role in the development and daily operations of the Food Program and be responsible for the supervision of Food Programs Associates and Commodities Associates, assisting with the supervision of volunteer groups and ensuring proper receipt of all deliveries and maintenance of inventory; maintaining building security, and day-to-day maintenance of NY Common Pantry's food-related facilities throughout the building.

The Food Programs Pantry Manager will report to the Assistant Director of Food Programs at the 8 East 109th Street location. The schedule for this position is Monday through Friday: 8:30 am - 4:30 pm; some weekend work is required. This is a Full-Time, time-limited position of 6 months assignment, and will be working 35 hours per week.

#### **Responsibilities:**

- Supervise all food operations for NY Common Pantry's Food Program, including ensuring that NY Common Pantry's pantry distributions run smoothly; order fulfillment of the Choice Pantry operates optimally.
- Responsible for the development of the Pantry Service Delivery model. Assume a leadership role in the ongoing implementation of all Pantry operations, including the development of pantry distribution schedules, daily operations of the Pantry, maintaining positive relationships with all Pantry partners, and managing the growth of the food program.
- Supervise Commodities Associate(s), Driver(s), and Volunteers. Works closely with Social Services and case management staff to ensure full service to sites.
- Ensure that pantry packages are properly constructed and provide support as needed, including pre-packing of items like produce.

- Assist with troubleshooting online ordering systems and printing applications.
- Verify that all purchased food and supply deliveries are properly received: review invoices for accuracy before forwarding them to the Assistant Director of Food Programs; inspect the quality of all food being delivered and ensure that all items are within acceptable “use by dates” and in acceptable condition; provide guidance and oversight of volunteers assisting with deliveries.
- Ensure that proper notification is provided to the Assistant Director of Food Programs of all donated food so that food is appropriately incorporated into Food Programs menus.
- Monitor food and non-food related inventory and supply inventory reports to the Assistant Director of Food Programs.
- Keep the sanitation and cleanliness of the Pantry, food storage, warehouse spaces, and any Food Programs equipment in accordance with New York City and State health codes, including appropriate rotation of food to ensure food freshness.
- Ensure that trash and recycling are placed outside for collection, as well all cardboard is properly tied or baled and ready to be placed out for collection on designated days.
- Arrange the large multi-purpose room to be always ready for program provision, including setting up and taking down tables, chairs, and other equipment.
- Responsible for daily/weekly food procurement (record keeping, planning, inventory) and adhering to budgets to ensure effective functioning.
- Responsible for managing vehicle maintenance.
- Work closely with Food Rescue efforts and incorporate rescued food offered in Pantry distributions.
- Monitor and collect all data from recipients in accordance with NYCP reporting requirements and for inclusion in monthly, quarterly and annual reports. Work with a unicentric database to develop appropriate pantry reporting.
- Perform outreach duties and distribute promotional materials as necessary to ensure full participation by members.
- Work with the Development and Communication department to explore sources of funding and to appropriately represent the Program in social media and other media outlets.
- Other responsibilities as assigned.

**Qualifications:**

- High School Diploma is required; Bachelor's degree is preferred.
- Certified in food safety handling by the New York City Department of Health and Mental Hygiene.
- Commitment to helping the communities in need and NYCP’s work and mission.
- Experience working with mid to large-scale food operations and managing food operations within a non-profit setting is preferred.
- Minimum of three years working within a food pantry or food bank; mobile operational experience preferred but not required.
- Minimum of two years of supervisory experience.
- English/Spanish Bilingual preferred.
- Excellent planning and organizational skills are required.
- Experience in inventory management preferred.
- Organized, able to multitask, and meet deadlines.
- Ability to stay poised in a fast-paced, high-energy work environment.
- Knowledge of food procurement and food safety standards required

- Proficiency in computer software including MS Word, Excel, and PowerPoint.
- Strong customer service and excellent interpersonal skills; ability to communicate effectively and appropriately with diverse volunteers, employees, and client base.
- A valid driver's license is recommended.
- Must be able to travel throughout the city to supervise and meet with Partner sites.
- Able to lift heavy boxes of 50lbs or more is required.
- Weekend work is occasionally required.

*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 accurately reflect 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 range:** \$24.73 - \$30.22/hour (Commensurate with experience)

**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
- Long Term Disability