



Goodman
Community Center

Food Pantry Coordinator

August 2017

Part-time 20 hours Non-exempt/Hourly (hours increase October-November)

Job reports to: HR Director/Assistant Director

Position Purpose

The Goodman Community Center offers a variety of programs designed to nourish our community. Our Fritz Food Pantry provides groceries for 100 to 150 hungry households every week. We are committed to not only alleviating hunger, but also to providing people with healthy foods — fresh, local and organic — as much as we can.

The Food Pantry Coordinator oversees the operations of the Fritz Food Pantry and works with the broad community to ensure the pantry shelves are well stocked at all times. The Fritz Food Pantry is open three times a week and serves a warm, community meal as customers wait. The Fritz Food Pantry at the Goodman Community Center is open during the following hours:

Tuesdays: 9:30 am-noon

Wednesdays: 6:30-8:00pm

Thursdays: 12:30-3:00pm

Responsibilities/Duties/Functions/Tasks

- Manage food drives and donations in coordination with development to ensure that food and funds to support the pantry and Thanksgiving Baskets are available.
- Develop programs to solicit food and monetary donations to support the Fritz Food Pantry.
- Increase the healthy options in the food pantry by working with our local businesses and community to create creative, sustainable systems.
- Work with TEENworks and Kitchen staff to support the food processing program by distributing foods back through the food pantry.
- Help manage the publicity and marketing of the pantry and Thanksgiving Basket needs in coordination with the Assistant Director of Communications.
- Serve as the primary spokesperson for media and community engagement opportunities.
- Train and supervise volunteers. Communicate volunteer needs, successes and any concerns to Volunteer Manager.
- Complete required reporting and manage annual inspections for funders.
- Participate in annual budget process and manage the approved program budget to ensure appropriate and allowable expenditures.
- Work with the Kitchen Manager and Facility Use Manager to coordinate food and supply deliveries and kitchen use to support the pantry customer meals.

- Maintain confidential files of pantry customers.
- Coordinate with Office Manager to ensure pantry customer information is entered into Trax Solutions database.
- Attend food security focused community meetings when appropriate including Dane County Food Pantry Network.
- Manage, promote and expand the Foodworks Program.
- Manage the TEFAP government Commodities program.
- Oversee Thanksgiving Basket Program:
 - Coordinate the sign up process for Thanksgiving baskets to be distributed and ensure proper tracking. Outreach to GCC program staff and community partners for needy families to sign-up.
 - Coordinate with Volunteer Manager to identify volunteer needs: tasks, number of volunteers, schedules, skills and or physical requirements. Help provide training, supervision and recognition throughout Thanksgiving Basket process.
 - Communicate with appropriate staff and departments schedule of events to manage disruptions to day to day activities.
 - Ensure necessary food is acquired for baskets through coordinating community food drives and working with food resource partners to coordinate available items.
 - Work with businesses and whole sale distributors to order turkeys and other needed items.
 - Work with the Development and Communications team to publicize that Thanksgiving Basket process.
 - Manage distribution of baskets, volunteer support and clean up.
 - Ensure thank you and recognition for donors and volunteers is completed.

Qualifications:

- Exceptional customer service, even temperament and interpersonal skills.
- Ability to work independently and part of a team.
- Ability to mentor and support volunteers.
- Supervisory experience and the ability to manage a team of volunteers.
- Ability to be a positive spokesperson for the center and the pantry program.
- Consistently demonstrate ability to respond to changing situations in a flexible manner.
- Strong problem-solving, organizational, and decision-making skills.
- Strong computer skills, database experience preferred.
- Detail oriented.

Special Position Requirements:

- Ability to lift up to 40 pounds frequently.
- Ability to push equipment up to 200 pounds.
- Valid driver’s license and clean driving record.

Preferences:

- Experience working with staff, volunteers and families from diverse backgrounds and experiences.
- Experience in nonprofit or food industry.
- Multi-lingual.

Employee acknowledgement/date _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.