

## DAMIEN'S PLACE FOOD PANTRY

Position Title: Pantry Operations/Warehouse Manager

This is a part-time position. Work hours are approximately 25 hours per week. Position requires presence at Pantry Warehouse Wednesday through Saturday.

The Operations/Warehouse Manager reports to the Pantry Executive Director and works closely with the Pantry Volunteers. The Warehouse Manager interfaces with the food providers, delivery truck drivers, volunteers, and inspectors. This position requires a current non-commercial driver's license. An annual DOT physical will be required and will be paid for by the Pantry.

If you are looking for an exciting opportunity to work in a dynamic and rewarding environment and at the same time, make a real difference in your community, The Family Pantry-Damien's Place is looking for you.

The Family Pantry-Damien's Place is a premier Food Security provider on the South Coast. Since 1992, our organization has fed thousands of people each year, over 27,000 meals in 2021 alone. Our motto has always been that "No one goes to bed hungry."

The Pantry Operations/Warehouse will be supported by an experienced Team of Board officers and over 120 dedicated volunteers who generously donate their time and talent to serve those in need. The Pantry is well funded to meet its goals and now is an especially exciting time to join us as we are working on the Capital Campaign to procure land and build a new state of the art Pantry facility in Wareham in the next 24 months!

Don't just get a job, make a genuine impact with us!

The Pantry Warehouse Manager is responsible for:

- Ordering and purchasing food
- Intaking food deliveries at the warehouse
- Overseeing food storage, stocking, and rotation (primarily performed by volunteers).
- Tracking and controlling food inventory
- Optimizing facility layout
- Managing appliance and vehicle operation
- Ensuring facility cleanliness and security
- Providing a safe environment for workers and customers

### EXPECTATIONS:

- Manage all pantry and warehouse functions including shipping and receiving, inventory control, storage, rotation, sanitation and equipment management
- Develop, implement and maintain food stock/inventory control systems that consider current and future capacity requirements
- Enforce safety standards to ensure the health, safety, cleanliness and security of the work environment
- Stay informed in all areas of food safety standards and warehouse safety and security standards

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- Ensure compliance with Board of Health and USDA regulations
- Oversee the planned maintenance of delivery vehicles and other pantry equipment, such as refrigerators, freezers, pallet jacks and other equipment utilized in the warehouse.
- Development, implement and direct the organization's daily plan including:
  - Daily inventory of pantry food donations and purchases
  - Maintaining and ordering adequate food and supplies
  - Rotation and disposal of food
- Coordinate daily food pick-ups from food donation establishments and deliveries to the warehouse with truck drivers including the Pantry driver
- Interface with food suppliers and delivery truck drivers
- Work with the Volunteer Coordinator to ensure optimal delivery of services with strong emphasis on delegation
  - Assist in maintaining data file to assist Volunteer Coordinator including list of phone numbers, e-mail addresses, etc.
  - Assist Volunteer Coordinator in coordinating special projects as needed (i.e., Days of Caring for United Way of New Bedford and other projects)
  - Place heavy emphasis on Team Leader co-ordination and delegation
- Maintain confidentiality of client, employee and agency information in accordance with federal and state laws and finding agency requirements.
- Perform recordkeeping pertaining to warehouse and pantry operations, such as operational hours, volunteer staff attendance, and facility operations including temperature documentation for all Freezers/Fridge/Walk-in. Prepare weekly reports of activities.
- Manage relations with warehouse and pantry-related vendors to ensure timely and cost-effective delivery of products and services
- Develop and maintain positive and collaborate working relationships with community agencies
- Coordinate with Home Delivery volunteer; review program periodically
- Operate warehouse equipment such as pallet jacks
- Drive box truck and/or van as needed; DOT certification as required
- Provide reports as requested to the Board of Directors regarding operations and statistics such as but not limited to: Clients served, quantity of food disbursed, etc.
- Other duties as requested by Board of Directors
- The ideal candidate shares Damien's Pantry's passion about food security and poverty issues, as well as the diverse members of the area, and understands the social systems that perpetuate hunger in our community and the greater state of Massachusetts.

This position pays \$20 per hour for approximately 25 hours per week. For new hires, there is an introductory period of 45 days. A performance review will be conducted at 6 months and then annually by the Board of Directors or their designee.

### KNOWLEDGE AND SKILL REQUIREMENTS:

Prior warehouse experience preferred, or similar.

Computer proficiency

Valid driver's license and insured personal vehicle required

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Knowledge of food safety regulations

Proficient problem-solving skills, organizational, interpersonal and communication skills.

Strong ability in optimizing systems and work-flow

Please submit interest and resumes to: [info@DamiensFoodPantry.org](mailto:info@DamiensFoodPantry.org).