

<b>Job Title:</b> Pantry Coordinator	<b>Exempt/Nonexempt Status:</b> Nonexempt
<b>Reports To:</b> Warehouse/Pantry Manager	Warehouse/Pantry Assistant Manager
<b>Summary:</b> The Pantry Coordinator is responsible for operation of the Food Pantry including maintaining adequate inventory, maintaining records and working with community partners to collect food donations.	
<b>Scope and Impact of Job:</b> Line of Reporting: The Pantry Coordinator reports directly to the Warehouse/Pantry Manager and/or the Assistant Manager. The Pantry Coordinator will be evaluated annually by the Warehouse/Pantry Manager. Hours: Work hours are 5 days a week for 6 hours a day. Must be flexible for special needs, projects and food drives. The Pantry Coordinator must be able to maintain a professional relationship with all clients.	
<b>Required Knowledge and Experience:</b> The Pantry Coordinator must: <ul style="list-style-type: none"> <li>● Have excellent interpersonal skills and be able to work well with employees and volunteers.</li> <li>● Be computer literate with good data entry skills.</li> <li>● Have an understanding and empathy for those who suffer the conditions of poverty and homelessness.</li> <li>● Possess a sense of community and understand the importance of team building through networking.</li> <li>● Be able to work with little or no direction after completing training.</li> <li>● Be able to multitask and work under pressure and through distraction.</li> </ul> The Pantry Coordinator is required to: <ul style="list-style-type: none"> <li>● Have or be able to get a valid Utah driver's license upon hire.</li> <li>● Have or be able to get a food handler's permit upon hire.</li> <li>● Pass a background check.</li> </ul>	
<b>Primary Responsibilities:</b> <ul style="list-style-type: none"> <li>● Greet customers coming into pantry</li> <li>● Field questions from customers</li> <li>● Weigh out boxes and pantry bags and write weights on tickets</li> <li>● Help restock Pantry when time permits</li> <li>● Assist with making boxes and Pantry bags</li> <li>● Make sure all clients are following directions and abiding by the rules</li> <li>● Responsible for assisting the Warehouse.Pantry AssistantManager in recording statistics about daily donations.</li> <li>● Assist with sorting, weighing, shelving food donations received.</li> <li>● Under the direction of the W/P Manager Assist in supervising staff or volunteers assisting in this task</li> <li>● Responsible for safety and OSHA requirements being met in the warehouse facility.</li> <li>● Inform Pantry Manager of any significant events and changes related to his/her responsibilities and duties as the Pantry Coordinator.</li> <li>● Inform the Pantry Manager of anything that could affect operational effectiveness or public opinion towards ICCS.</li> <li>● Work to ensure open lines of communication and cooperation are maintained with other ICCS employees and volunteers.</li> </ul>	
<b>Employee</b>	<b>Date</b>
<b>Supervisor</b>	<b>Date</b>