

## Mid-North Food Pantry, Inc. Pantry Manager Job Description

April 2024

### **Overview**

The role of the Pantry Manager is to manage receipt, storage, and distribution of food at the Pantry. This will be accomplished by working with staff, volunteers, and community partners. The position is part-time and reports to the Board of Directors.

### **Duties and Responsibilities:**

- Oversee receipt and stocking of food.
- Oversee all operational aspects of the food distribution shifts, including setup and cleanup.
- Ensure all food is handled in compliance with food safety regulations.
- Conduct ongoing inventory management activities to ensure appropriate capacity to meet Pantry objectives.
- Track and report food donations and clients served.
- Manage volunteer workforce and ensure they receive appropriate orientation to the Pantry and training.
- Schedule and supervise temporary staff.

### **Ideal Candidate Qualifications & Background**

- Experience in a corporate environment, service-related industry, or non-profit organization. Food industry experience with knowledge of food pantry operations and best practices is preferred.
- Experience evaluating and updating operational procedures for continuous quality improvement.
- Prior supervisory experience with demonstrated ability to motivate and manage diverse personalities.
- Advanced verbal and written communication skills and the ability to work with a wide range of stakeholders in a diverse community.
- Ability to respond appropriately, fairly and diplomatically to sensitive and confidential issues.
- Essential to possess a natural desire and propensity toward charitable service.

### **Additional Information**

The Pantry Manager must be able to lift and carry 45 pound bags and boxes of food; push or pull 1,000 pounds of food on a manual pallet jack; walk up two flights of stairs multiple times per shift; stand for several hours at a time; see, hear, and speak clearly in order to coordinate work with others using face to face contact; and operate a computer or tablet, light electrical equipment, and manual tools.

Interested applicants should submit a cover letter and resume to [Info@midnorthfoodpantry.org](mailto:Info@midnorthfoodpantry.org)

Applicants should be prepared to provide references upon request. Any offer for employment will be contingent upon a successful background check.

Applications will be reviewed immediately and the position will be filled when the appropriate candidate is identified.

This is a paid position, non-exempt, hourly. The starting wage is \$18/hour. Paid time off to be determined.

The Manager works Monday, Wednesday, and Friday from 8 AM to 1 PM and additional hours as appropriate and approved by the Human Resources Committee for a maximum of 20 hours per week.

Mid-North Food Pantry is located at 3333 N. Meridian Street, Indianapolis, IN 46205. Additional information can be found by visiting <https://www.midnorthfoodpantry.org/>

Duties, responsibilities, and activities associated with this role can change at any time and without notice. This job description is not designed to contain a comprehensive listing of all duties and responsibilities required of the employee for this position.