

EAST END COOPERATIVE MINISTRY

JOB OPENING

FOOD PANTRY COORDINATOR – This full-time, non-exempt position exists to provide oversight and other services for the Food Pantry program. The position is responsible for the planning, orientating, training and scheduling of Community Nutrition Services volunteers. This person is also responsible to participate in special projects, e.g., Christmas/holiday gifts. This position reports to the Community Nutrition Services Director.

Some duties include but are not limited to:

Ensure that the Food Pantry operates in keeping with established policy and procedure; Maintain volunteer schedules, files and paperwork; Complete all required paperwork, reports including GPCFB and PCSI monthlies, proposals, etc., in an efficient, timely and professional manner; Enter all required information into the database daily; Contact appropriate volunteers to fill vacancies; Maintain zero tolerance theft policy with volunteers, etc., regardless of the degree; Maintain proper chain of custody of entrusted donations, etc.; Conduct corrective interviews, when required, with assigned volunteers and forward those completed notations with signatures to the Volunteer Coordinator on a timely basis, when appropriate; Participate in special projects, e.g., Christmas giveaways, as directed by supervisor; Ensure that staff and volunteers abide by all policies and procedures; Network and build collaborations with congregations and the community re food pantry program; Orient Community Nutrition Services volunteers to EECM and its programs; Participate in the evaluation of the existing Community Nutrition Services volunteer program in concert with the Volunteer Coordinator; Coordinate the training of all new Community Nutrition Services volunteers with the Community Nutrition Services Director; Participate in the development of a plan for improvement of the Community Nutrition Services volunteer program; Administer the Senior Box program and associated paperwork so as to maintain compliance with all rules and regulations; Work with, direct and encourage volunteers to help complete tasks; Mark for destruction and box for shredding all paper documents at the prescribed retention rate; Destroy all electronic files at the prescribed retention rate; Maintain a safe and clean environment in work area; Interact with staff, volunteers and all others in a pleasant and professional manner; Attend all regularly scheduled staff meetings and assigned training sessions; Member of agency Safety Committee, when requested; Represent the agency at meetings, functions, community events, fundraisers, etc., as assigned; Meet with supervisor, as scheduled.

Some requirements include but are not limited to:

Bachelor's degree and experience in kitchen management and Food Pantry management or a combination of training and experience, as approved; Must be proficient in Microsoft Office Excel, Microsoft Office Outlook and Microsoft Office Word; Excellent computer, communications, organizational and creativity skills; Knowledge of safety and kitchen safety and sanitation rules; Ability to communicate with a broad spectrum of individuals in a patient, compassionate, courteous, fair and respectful manner, even under the worst circumstances; Ability to respond quickly to emergency situations; Professional work ethic; Problem solving skills; Creative, decisive, logical, focused, self-driven, task-oriented and fair; Excellent time management and administrative managerial skills; Possess current and valid PA driver's license with 3-year clean driving record and maintain that clean driving record throughout employment, if/when applicable; Possess a reliable vehicle that is available at all times throughout workday, if/when applicable; Maintain current and valid vehicle insurance and supply those current financial responsibility cards to Human Resources/Operations Director as insurance comes due, if/when applicable; Ability to stand for prolonged periods of time; Ability to work in cramped areas; Ability to tolerate extreme hot and cold temperatures; Ability to climb steps in a hurried fashion; Ability to lift up to 40 pounds; Ability to carry loads up/down stairs; Ability to bend, grasp, stoop, reach and move heavy supplies; Act 33/34 clearances.

Job Posting Will Remain Open Until Filled

To Apply

Interested and qualified candidates may apply in confidence by submitting letter, resume and compensation requirements. In addition, please send completed Employment Application by downloading that document at: <http://www.eecm.org/job-opportunities/>. Please email, fax or mail all documents to:

Email: LexiN@eecm.org

Fax: 412.345.7115

Mail: Human Resources Coordinator
East End Cooperative Ministry
6140 Station Street
Pittsburgh, PA 15206

Phone: 412.361.5549

Equal Opportunity Employer