

Interfaith Community Social Services

Food Pantry Manager Position

This is a part-time position, 4 hours/day, Tuesday through Friday. The work schedule may be flexible.

The salary for this position is \$20.00/hour. Benefits consist of vacation time and sick leave.

The duties are as follows:

- Assure an adequate food supply is available daily to serve clients.
- Make price comparisons to get the best value.
- Inventory, order, and establish pick up schedule.
- Develop and maintain relationships with local grocery retailers, ATCCA Food Bank, community donors, and any other local and out of the area donors.
- Maintain necessary records and reports.
- Direct and assist volunteers for daily activities.
- Maintain documentation of relevant notices, safety management, recalls and additional training.
- Assist in unloading/loading of food items from incoming deliveries.
- Assure home deliveries are noted and ready for the delivery volunteer.
- Maintain a safe and hazard-free work area.
- Oversight of the pantry portion of the warehouse.

Requirements for the position are as follows:

- Maintain current Serve Safe Food Management Certification. (We will assist in obtaining this.)
- Supervisory experience (preferred).
- Experience in retail grocery or Food Pantry (preferred).
- Ability to do heavy lifting, up to 50 pounds.
- Ability to maintain accurate accounting records.
- Truck or van to pick up orders – requires valid CA driver's license, registration, and proof of insurance (mileage is paid).
- Ability to plan ahead to keep stocking levels maintained.

The location of the work to be performed is at the Interfaith Office/Warehouse at 18500 Striker Court, Sonoma, CA 95370

If you feel you would be a good fit for this position, please refer to the instructions on “How to Apply” for resume instructions and how to submit your resume.

Applications will be accepted until the position is filled.

If you have any questions, feel free to call the Interfaith office at (209) 532-0905.